Concepts of IT

HARDWARE 15

CONCEPTS 15
Hardware *15*
Personal computer *15*
Common handheld portable digital devices *16*
Parts of a computer *17*
Input/output ports *19*
COMPUTER PERFORMANCE 20
Factors those affect computer performance *20*
MHz and GHz *20*
CPU speeds *20*
MEMORY AND STORAGE 21
What is computer memory? *21*
RAM *21*
ROM *21*
ROM-BIOS *21*
Video (graphics) memory *21*
Storage capacity measurement *21*
Types of storage media *22*
INPUT DEVICES 24
Input devices. *24*
Microphones *25*
OUTPUT DEVICES 26
Output devices *26*
Speakers and headphones *26*
Speech synthesizers *26*
Printers *27*
Different types of printer *27*
Laser printers *27*
Colour laser printers *27*
Inkjet printers *27*
Dot Matrix printers *27*
INPUT AND OUTPUT DEVICES 28

SOFTWARE 29

CONCEPTS 29
What is software? *29*
Examples of software applications *30*
Difference between the operating system and application software *31*
Accessibility options *31*
Screen magnifier software *32*
On-screen keyboard *33*

NETWORKS 34

NETWORK TYPES 34
LAN (Local Area Network) *34*
WLAN (Wireless Local Area Network) *34*

WAN (Wide Area Network) *34*
Client/server networks *34*
Internet *34*
World Wide Web (WWW) vs. the Internet *35*
Intranets *35*
Extranets *35*
DATA TRANSFER 36
Downloading from & uploading to a network *36*
Data transfer rate measurement *36*
Broadband & dial-up Internet connection services *36*
Internet connection options *37*
Characteristics of a broadband Internet connection *37*

ICT IN EVERYDAY LIFE 38

ELECTRONIC WORLD 38
What does 'Information and Communication Technology' (ICT) mean? *38*
E-commerce *38*
E-commerce *38*
E-banking *40*
E-government *40*
E-learning *40*
Teleworking *41*
Some of the advantages of tele-working *41*
Some of the disadvantages of tele-working *42*
COMMUNICATION 43
Electronic mail (e-mail) *43*
Instant messaging (IM) *43*
Voice over Internet Protocol (VoIP) *43*
Really Simple Syndication (RSS) feeds *43*
Blogging (web logs) *43*
Podcasts *44*
VIRTUAL COMMUNITIES 45
Online (virtual) communities *45*
Social networking websites *45*
Internet forums (message boards / discussion boards) *45*
Chat rooms *45*
Online computer games *46*
Publishing and sharing content online. *46*
Sharing photos, video and audio clips. *46*
HEALTH 48
What is ergonomics? *48*
Repetitive Strain Injury (RSI) *48*
Lighting issues when using a computer *48*
Screen and keyboard positioning *48*
Seating issues when using a computer *48*
Wellbeing when using a computer *49*
Make sure that cables are safely secured *49*
Make sure that power points are not overloaded *49*
ENVIRONMENT 50

Computer recycling options *50*
Computer energy saving options *50*

SECURITY 51

IDENTITY/AUTHENTICATION 51
Computer logon user name (ID) and password. *51*
Password policies *51*
DATA SECURITY 52
Off-site backups *52*
Why do you need to backup your computer? *52*
Organising your computer for more efficient backups *52*
Complete vs. incremental backups *52*
What is a firewall? *52*
Data theft issues *52*
VIRUSES 54
Computer viruses *54*
Computer virus infection issues *54*
Protecting against computer virus infection *54*
What to do if you discover a virus on your computer *55*
The limitations of anti virus software *55*

LAW 56

COPYRIGHT 56
What is copyright? *56*
Copyright Issues when copying files *56*
SITE LICENSES 58
Checking software licence status *58*
What is an 'end-user license agreement'? *58*
Examining the 'end-user license agreement' within Office 2007 software *58*
Types of licence agreement *60*
What is shareware? *60*
What is freeware? *60*
Open source software *60*
DATA PROTECTION 61
Data Protection and Privacy Issues *61*
Data Protection Legislation *61*
Data protection legislation relating to those who keep data (data controllers) *61*
Data protection legislation relating to individuals about whom data is stored (data subjects) *61*

ABBREVIATIONS & TERMINOLOGY 62

Hardware

Concepts

Hardware

The term hardware refers to the physical components of your computer such as the system unit, mouse, keyboard, monitor etc. In other words, hardware are things you can physically touch.

Personal computer

Desktop

A personal computer (PC) or micro-computer is any general-purpose computer whose size, capabilities, and price make it useful for individuals, and which is intended to be operated directly by an end user who may not have specialized computing skills or knowledge. This is in contrast to large expensive mainframe or minicomputer systems designed for use by many people, usually at the same time, or large data processing systems which require specialized staff to operate efficiently. A PC may be a desktop computer, a laptop, a tablet PC, or a handheld PC (also called a palmtop).The PC industry began in 1977, when Apple, Radio Shack and Commodore introduced the first off-the-shelf computers as consumer products. Prior to this, computers were generally found in universities and laboratories only.
IBM introduced the **IBM PC** in 1981. Since then, the PC market has been dominated by two types of PCs – IBM PC Compatibles and computers produced by Apple. IBM PCs and its compatibles are computers based on CPUs built by Intel and run Operating Systems know as Windows (other OS are also available for IBM PC Compatibles, e.g., Linux). Apple has its own hardware and OS.

Capacity: Large hard disks combined with a large working memory (RAM)

Speed: Fast. Normally measured in GHz.

Costs: Getting cheaper by the day.
Typical Users: Home users, large and small office users. Education, Doctors. In fact just about everyone needs to know how to operate a PC these days.

Apple computers

The Apple Mac is a PC. It uses a different operating system, and may require special versions of application programs (such as word-processors or spreadsheets). Even the hardware add-ons have to be customised to some extent to be able to be connected to a Mac

In the early days the thing which really distinguished the Mac over the IBM PC was the GUI (Graphical User Interface), or in plain English the way you could use the mouse to drive the computer. In the early days of the PC, you really had to be a bit of an expert to use and maintain your PC. Recently the differences between the IBM PC and the Mac have blurred, with Microsoft buying a stake in Apple.

Laptop/Notebook & Tablet PC

Laptop computers, as the name implies, are small portable computers which can run on batteries as well as mains power. They use special screens, rather than the traditional bulky monitors, which allows for longer battery life as well as portability. A newer term, “Notebooks”, simply indicates a VERY small laptop. These are especially popular with salespersons on the move or people giving presentations. While they tend to still be more expensive than an equivalent Desktop computer, they can now match the power of a Desktop computer. Palmtops are even smaller computers which can literally fit into the palm of your hand.

Capacity: Large hard disks combined with a large working memory (RAM) – Often less powerful than for a PC of equivalent price.

Speed: Fast. Normally measured in GHz. Often speed specifications are less than for a PC of equivalent price.

Costs: Components need to be much more compact, so there is a price overhead when compared to a PC of equivalent power.

Typical Users: Business users, people on the move, educational users.

Common handheld portable digital devices

Personal Digital Assistant (PDA)

These devices use a special pen, rather than a keyboard and can be used for storing and retrieving information. Like most computer devices, many can connect to the Internet. They are extremely compact. PDAs have many built-in features such as a calculator, a clock and a calendar.
Many allow you to send and receive emails and even browse the web.
PDAs can also be used for accessing the Internet, sending and receiving e-mails, video recording, typewriting and word processing, use as an address book, making and writing on spreadsheets, scanning bar codes, playing computer games, recording survey responses, and Global Positioning System (GPS). Newer PDAs also have both colour screens and audio capabilities, enabling them to be used as mobile phones (smartphones), web browsers, or portable media players. Many PDAs can access the Internet, intranets or extranets via Wi-Fi, or Wireless Wide-Area Networks (WWANs). Many PDAs employ touch screen technology.

Capacity: Much smaller storage capacity compared to a PC.

Speed: Much less than a PC unless you pay a lot extra.

Costs: In relative terms expensive when compared to a PC.

Typical Users: Mostly business users.

Mobile phones (cell phones)

A mobile phone or cell phone is used for mobile communication. As well a speech they may be used for text messaging, emailing accessing the Web. Many also allow you to send and receive pictures and video. Most mobile phones use a signal from a local transmission tower and will not work when you are out of range or if the signal is blocked by mountains, or even buildings.

Satellite phones use a signal coming from a satellite. They tend to be much more expensive to purchase and use. While you should never be out of range, the satellite signal may be blocked by tall buildings.

Smartphones

A smartphone is a mobile phone (cell phone) offering advanced computer like features. Capabilities and standards vary from one manufacturer to another. Most smartphones have some sort of operating system allowing you to connect to other devices and also to install applications. Most smartphones allow you to send and receive emails and may even allow you to browse the Web. Some have a personal organizer built into them and some sort of contact management organiser. Some even have a miniature computer-type keyboard built into them, while others have a touch screen. Some have GPS positioning systems. Some smartphones allow you to read documents in Microsoft Word or Adobe PDF format. Other features can include a built-in camera, the ability to play music, display photos and video clips, media software for playing music, browsing photos and viewing video clips.

Media players

Media players allow you to store digital music and video. A famous example is the ipod from Apple, which lets you store your digital music which you can then listen to at your leisure. Thousands of songs can be stored on these devices.

You can also get devices with a built-in screen which will allow you to watch films and video clips that you download to these devices.

WARNING: Remember that most music and films are covered by copyright and should only be downloaded from legitimates sources.

Parts of a computer

You should understand some of the basic elements that make up a computer including:

- Central processing unit (CPU)
- Types of memory
- The hard disk
- Input and output devices

The CPU

The CPU (Central Processing Unit) is normally an Intel (or equivalent) and it is one of the most important components within your computer. It determines how fast your computer will run and the CPU speed is measured by its MHz or GHz speed. Thus, a 2 GHz Pentium is much faster than say a 1 GHz Pentium CPU. It is the CPU which performs all the calculations within the computer, when running programs such as word-processors, spreadsheets and databases. The CPU contains following elements:

Control Unit:
The control unit is responsible for controlling the sequencing and timing of the other elements making up the CPU.

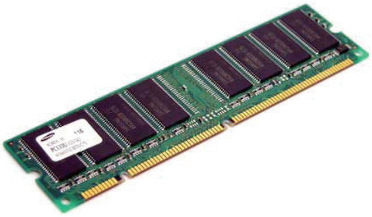
Arithmetic Logic Unit (ALU):
The ALU performs the mathematical calculations using data stored within the CPU registers.

Registers:
The registers are memory storage areas within the CPU that hold the data that is worked on by the ALU.

BUS:
The computer bus transports data between the memory and registers.

Memory (RAM)

The RAM (Random Access Memory) within your computer is where the operating system is loaded to when you switch on your computer and also where your applications are copied to when you start an application, such as a word processor or database program. When you create data, (e.g. letters and pictures), these are initially created and held in RAM and then copied to disk when you save the data. As a rule of thumb, the more RAM you have installed in your computer the better. These days you will commonly find over 512 Megabytes of RAM installed.



ROM-BIOS

The ROM-BIOS (Read Only Memory - Basic Input Output System) chip is a special chip held on your computer's system (mother) board. It contains software which is required to make your computer work with your operating system, for instance it is responsible for copying your operating system into RAM when you switch on your computer.

Disks

You use disks to store any data that you create. This can range from a memo created within a word processor to a video file created using a video camera. There are many different types of disk.

The Hard (Fixed) Disk

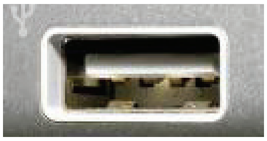
Hard disks are the main, large data storage areas within your computer. Hard disks are used to store your operating system, your application programs (i.e. your word processor, games etc) and your data. They are much faster than CD/DVDs and can also hold much more data. Hard disks are installed within the system unit of your computer.

Input/output ports

The Input and Output ports are normally located at the back or on the side of your computer. These include ports such as USB, serial, parallel, network and FireWire ports. You plug cables into these ports to connect your computer to other devices, such as printers, scanners and cameras.

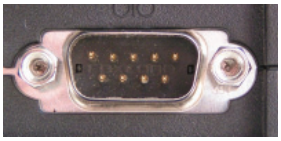
Universal Serial Bus (USB) Port

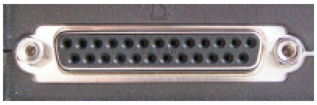
The Universal Serial Bus is a relatively new item within the PC. You will see one or more USB sockets at the back of the system unit, allowing you to plug in devices designed for the USB. These devices include printers, scanners and digital cameras. Memory sticks can also be plugged into a USB port allowing you to copy data to or from your hard disk.



Serial Port

The serial port is a socket located at the back of your computer which enables you to connect items to the computer, such as a modem. They are commonly labelled as COM1 or COM2.





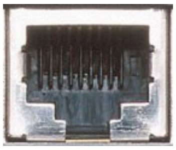
Parallel Port

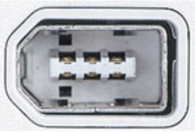
The parallel port is a socket located at the back of your computer which enables you to connect items to the computer, such as a printer. It is commonly labelled as LPT1 or LPT2.

NOTE: The parallel port used to be the main way the computer connected to a printer. These days you are more likely to use a USB cable to connect the computer to a printer.

Network Port

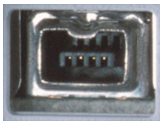
The network port allows you to plug a 'network cable' into your computer, which then lets you communicate with other computers connected to your local network or to other computers via the Internet.





FireWire Port

FireWire is an interface from Apple Inc. that allows high data transfer between your computer and a compatible device such as a digital camera. FireWire has largely replaced earlier ways of transferring data, such as parallel or SCSI cables. There are numerous versions of FireWire including fibre optic, coaxial and wireless versions. Most multimedia computers will have FireWire ports built into them. Firewire connectors usually look like this:



Computer Performance

Factors those affect computer performance

There are a wide range of factors that can affect the performance of your computer. These include CPU speed, RAM size, type of graphics card processor and memory plus the number of applications running. It is important to realise that it is not just the speed of the CPU that affect the overall performance of your computer. There is no point in having a very fast CPU if the other parts of a computer may slow down the real world performance.

CPU speed

The computer speed or better say the processor speed governs how fast the CPU will run. The higher the speed the faster the computer will work for you. The speed is given in Gigahertz (GHz). The higher the GHz speed the faster the computer.

RAM size

Computer keeps all its working files in RAM while working. So the larger the RAM size is, the more comfortable and faster computer can perform. Like, if a person has a large table top space he will be able to work easily on many files open at a time.

Graphics card processor and memory

To display what user wants, computer uses its graphics card. If the graphics card memory is a little bit lower than the graphics card shares the RAM to complete its task. While a portion of the RAM is used to display things, the user is not getting the RAM at its full performance. As a result, affecting on the computer's performance.

Number of applications running

Windows is a multitasking system, which means that it can run more than one program at a time. However the more programs which are running at the same time, the slower each one will run. To some extent this slowing effect depends on what each program is doing. Editing a large high definition video for instance can take up a lot of CPU time.

MHz and GHz

MHz is short form Mega Hertz and GHz is short form of Giga Hertz. Hertz is usually the unit of frequency measurement. It indicates the speed of the computer's CPU or of any other component whose performance is given in terms of frequency. Generally, higher Hertz indicates faster performance

1 MHz = 1,000,000 Hertz (1 million Hertz)
1GHz = 1,000,000,000 Hertz (1 billion Hertz)

CPU speeds

The speed (operating frequency) of the CPU is measured in megahertz (MHz) or gigahertz (GHz). The higher the value the faster the CPU will operate. The original IBM PC released way back in 1981 ran at 4.77 MHz whereas modern PCs can run at over 4000 MHz, which gives you an idea of how far things have progressed. 1 MHz means that the device will run at one million cycles per second. 1 GHz is a thousand times faster, so that 1 GHz = 1000 MHz.

Memory and Storage

What is computer memory?

You can store data on your hard disk, while data which is being processed is stored in RAM (Random Access Memory). Data which is stored on a hard disk can be permanent, while data in RAM is only temporary. Normally when people talk about memory in relation to a PC, they are talking about RAM.

RAM

Random Access Memory (RAM) is the main 'working' memory used by the computer. When the operating system loads from disk when you first switch on the computer, it is copied into RAM. The original IBM PC could only use up to 640 KB of memory (just over half a megabyte), whereas a modern computer can effectively house as much RAM as the motherboard and processor support. Data and programs stored in RAM are volatile (i.e. the information is lost when you switch off the computer).

ROM

Read Only Memory (ROM) as the name suggests is a special type of memory chip which holds software which can be read but not written to. A good example is the ROM-BIOS chip, which contains read-only software. Often network cards and video cards also contain ROM chips.

ROM-BIOS

The 'Read Only Memory-Basic Input Output System' chip is a chip located on the computer's system (mother) board, which contains software. This software performs a variety of tasks. When you first switch on the computer the ROM-BIOS software performs a self-diagnostic to check that the computer is working OK. This software then loads your operating system from the disk into the RAM.

Video (graphics) memory

The picture which you see on your screen is a form of data and this data has to be stored somewhere. The on-screen pictures are held in special memory chips called video memory chips; these chips are usually located on the video card. A modern motherboard is supplied with several Megabytes of video memory.

Storage capacity measurement

It is important that you understand a little about the measurements used to define storage capacities:

Bit:
Computer are digital. This means they work by processing ones and zeros. The basic one or zeros is called a bit of information.

Byte:
There are eight bits in a Byte.

KB - Kilobyte:
There are approximately a thousand bytes in a KB (known as a Kilo Byte)

MB - Megabyte:
There are approximately a million bytes in a MB (known as Mega Byte)

GB - Gigabyte:
There are approximately a thousand, million bytes in a GB (known as Giga Byte)

TB - Terabyte:
There are approximately a million, million bytes in a TB (known as Terra Byte).

Types of storage media

These days there are a range of storage media to choose from including CDs, DVDs, USB flash drives, memory cards, internal hard disks, external hard disks, network drives and on-line file storage. Some are more suitable than others for a particular job, for instance a flash drive is great for quickly transferring relative small amounts of data from one computer to another.

Internal hard disks

All PCs are supplied with an internal hard disk. This is where the operating system (such as Windows) is stored. It is also were you store your data. When you install new applications, they are copied from CD or DVD to your internal hard disk.

External hard disks

As the name suggests these are secondary hard disks that you can plug into your computer. They are normally connected via a USB cable. They are available in a range of speeds and storage capacities and are an ideal way to backup your data, such as photos or movies.

CDs

Most computers are now supplied with a CD-ROM (Compact Disc - Read Only Memory) drive. CD-ROM discs look exactly like music CDs but contain computer data instead of music. The advantage of a CD-ROM is that it can hold a vast amount of data (equivalent to the storage capacity of over 450 floppy disks). The other big advantage of CD-ROMs is that they are interchangeable. This means that you can own a range of different CD-ROMs and choose which one to insert into your CD-ROM drive.

DVDs

Short for "Digital Versatile Disk". Similar to CD-ROM drives but allows you to use DVD disks, which contain vastly more information than a traditional CD-ROM disk. These also transfer the data from the disk to the computer far faster, allowing you to watch movies on your computer screen. A CD-ROM can store 650 MB of data, while a single-layer, single-sided DVD can store over 4 GB of data.

Recordable CD & DVD drives

CD-ROMs are read-only devices, but increasingly people are purchasing a special type of CD drive unit which allows you to record data, music or video to your own CDs. These devices require the purchase of special CDs to which you can write, called CD-R (Compact Disc – Recordable).

cruzer
micro
2.0GB

USB flash drives (memory sticks)

Flash drives plug into the USB port and when viewed via the Windows Explorer, look just like any other drive. They are supplied in a range of sizes with the 1 GB devices being a very cheap way of transferring relatively small amounts of data between computers.

Memory cards

A memory card (also called a flash memory card) is a card containing memory chips that is often used in devices such as digital cameras, telephones, music players, video game consoles, GPS system and similar devices where there is a need to store data in a compact from, often using a battery power source. There are a number of different types of memory cards with different storage capacities.

Panasonic
micro SD
128MB
Panasonic
micro SD
ADAPTER
Panasonic
LOCK
micro SD
ADAPTER
Panasonic
micro SD
256MB
Panasonic
micro SD
ADAPTER
Panasonic
LOCK
micro SD
ADAPTER

Many new PCs have built-in slots for different types of memory cards.

Network drives and on-line file storage

Within an office it is normal that the computers are connected together via a network. This allows you to store your data centrally, on a network server. This network server should be backed-up by the IT support staff on a daily basis. This means that your data is safely backed up for you.

Alternatively you may create and store your data on your own PC or laptop and periodically copy it across the network to be stored safely on a central network server. In many companies network software automatically backs up selected folder on each computer to the central server.

Input Devices

Input devices.

Input devices allow you to input information to the computer and include things such as the keyboard and mouse.

Keyboard

The keyboard allows you to type information into the computer. It has evolved over the years. The keyboard is built into laptop computers but is a separate item if used with a Desktop computer. They can be connected via cables or may be wireless.

Mouse

When using an operating system, such as Microsoft Windows, you use the mouse to select drop down menus, to point and click on items, to select items and to drag and drop items from one place to another.

Scanners

A scanner allows you to scan printed material and convert it into a file format which may be used within the PC. You can scan pictures and then manipulate these inside the PC using a graphics application of your choice. In addition, you can scan printed text and convert this not just to a picture of the text but also to, actual text which can be manipulated and edited as text within your word-processor. There are a number of specialist programs, generically called OCR (Optical Character Recognition) programs which are specifically designed for converting printed text into editable text within your applications.

Tracker balls

A tracker ball is an alternative to the traditional mouse and favoured by graphic designers. Tracker balls often give much finer control over the movement of the items on the screen. They may take a while to get used to if you are used to the traditional mouse, but offer a lot in terms of added flexibility.

Touch pads

A touch pad is a desktop device and responds to pressure. Used in conjunction with a special pen they can be used by graphic artists wishing to create original, digital artwork.

Joysticks

Many games require a joystick for the proper playing of the game. There are many different types, the more sophisticated respond to movement in 3 axis directions, as well as having a number of configurable buttons. Like most things in life you get what you pay for with joysticks and it is worth investing in a good, strongly constructed model, especially bearing in mind that children will hammer these devices whilst playing games.

Web cams

Ever since it was invented, the Web has become increasingly interactive. You can now use a small digital movie camera (a Web cam) mounted on the PC monitor to allow two-way communication involving not just text communication but sound and video communication as well. While not yet considered a standard piece of PC kit, it is only a matter of time.

Nikon
D5000

Digital cameras

A digital camera can be used in the same way a traditional camera can, but instead of storing images on rolls of film which require developing, the images are stored digitally in memory housed within the camera. These pictures can easily be transferred to your computer and then manipulated within any graphics programs which you have installed on your computer. Currently they are limited by the quality of the image recorded and the number of pictures which you may store within the camera.

Microphones

Early voice recognition systems offered very poor results, due to the limitations of the software combined with hardware limitations. It takes an awful lot of CPU processing power to convert the spoken word into text which appears on the screen. Things are changing rapidly however and recent systems allow you to talk to a PC and see text appear on the screen. Most of these systems require an initial training period, where you train the software to respond to your particular voice. Whilst still not perfect this is a key technology of the future.

Output Devices

Output devices

Includes items such as screens (monitors), printers, speakers and headphones.

Traditional computer monitor

The original computer monitors were TV type screens on which you viewed your programs. They were supplied in different sizes, common sizes range from 15" to 21" screens. You should be aware that poor quality or badly maintained monitors could harm your eyesight.

Flat screen computer screens

Traditional computer monitors are based on the same sort of technology which is used within a television screen. More recently, flat screen computer screens have become available. These take up a lot less room on a desk and use less energy than the traditional, more bulky monitors.

You should be aware that often if you specify a screen of a certain size, say a 17-inch screen, this is the size measured diagonally, not horizontally across the screen. If you are upgrading you should also ask for the "visible viewing area" of the screen.

Projection devices

These are projection devices which can be attached to your computer and are useful for displaying presentations to a group of people. They are best used in combination with presentation programs, such as Microsoft PowerPoint. They are used within education and are also very popular for sales presentations. The price of these devices has dropped dramatically recently. When purchasing one of these devices the two things to look out for are the resolution (go for a minimum of XGA) and the brightness of the lamp (the brighter the better). Other factors to be aware of are the quietness (or otherwise) of the device, as well as the cost of replacement bulbs.

Speakers and headphones

Most computers are sold with the capability to add a pair of speakers to your system unit. In fact, in some cases, the computer screen may have speakers built directly into the unit. This enhances the value of educational and presentation products and can now be considered a standard PC component. Most computers allow you to plug headphones into one of the computer sockets. This is useful as the sound will then not annoy others in the room.

Speech synthesizers

A recent development is the ability not only to display text on a monitor but also to read the text to you. Thus, you could receive a text email from a colleague and the system could read that email to you. This is of enormous benefit to the visually impaired when using a computer. On the flip side, it is now possible to use a microphone to talk to the computer and for the computer to directly convert the spoken word into text which will be displayed within say your word-processor. Whilst these systems are far from foolproof they are getting better as more advanced software is being made available.

Printers

Most data is printed once you have created it and there are a vast number of different printers available to accomplish this. Most common are ink jet and laser printers both of which can now produce coloured output (at a cost).

Different types of printer

There are many different types of printers. In large organisations, laser printers are most commonly used because they can print very fast and give a very high quality output. In most organisations, the printers are connected to the computers via a network. This means that each person with a computer does not require his or her own printer. Each computer connected to the network can print using a particular shared printer. When you buy a printer, one of the things the salesperson will not necessarily stress is how much it will cost to keep that printer running. Laser printers do not use ink; they use something called toner which is normally supplied in a sealed unit called a toner cartridge. Each toner cartridge will allow you to print a certain amount of pages and when the toner is used up it needs to be replaced. In some cases the costs of these toner cartridges is very high. Ink jet printers can work out even more expensive to run.

Laser printers

Laser printers produce high print quality at high speed. They are called "laser printers" due to the fact that they contain a small laser within them. There is a wide range of laser printer manufacturers and one buzzword to be aware of is Postscript, a type of printer which is designed to give very high quality reproduction of pictures.

Colour laser printers

Originally, most laser printers would only print in black and white (mono). More recently colour laser printers have dropped in price and are entering wide spread use. While many of these produce excellent results, you should be aware of the fact that the "price per page", especially if you are using a lot of colour on a page can be very high compared to the cost of printing in black and white.

Inkjet printers

Inkjet printers work by using tiny jets to spray ink onto the paper. Inkjet printers are very quiet in operation and produce print quality comparable to that of laser printers, though laser printers still have the edge in terms of speed. Inkjet printers are ideal for low volume printing where high quality print is required and speed is not a high priority, e.g. printing letters in a small office or in the home.

Dot Matrix printers

Dot matrix printers work by firing a row of pins through an ink ribbon onto the paper. The more pins the print head has the higher the quality of the print, most modern dot matrix printers have 24 pins. Unfortunately, dot matrix printers can generate a lot of noise and do not produce a very high quality of print, especially when printing graphics. As a result, the inkjet printer has now largely replaced the dot matrix printer. Dot matrix printers are used for high volume / low quality printing, e.g. printing company pay slips.

Input and output devices

Some devices are both input and output devices. A modem can be used for downloading information from web sites and receiving emails. It can also be used for uploading and sending emails. A touch screen can display a menu system (output device), and accept input when people touch the menus displayed on the screen.

Software

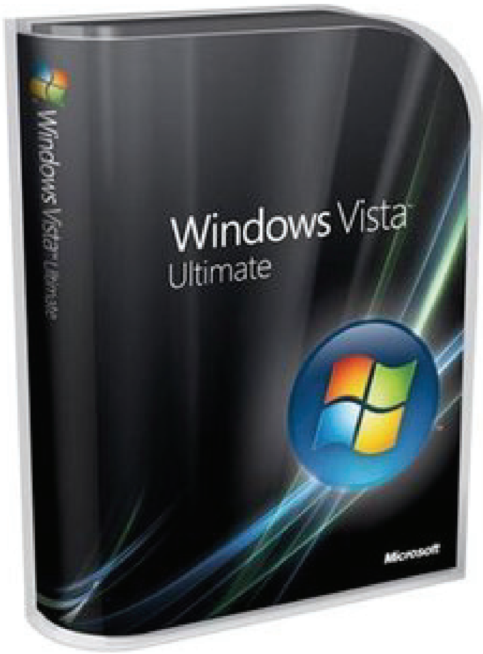
Concepts

What is software?

Software is the collection of instructions which makes the computer work. For instance, when you type in words via the keyboard, the software is responsible for displaying the correct letters, in the correct place on the screen. Software is held either on your computer's hard disk, CD-ROM, DVD or on a diskette (floppy disk) and is loaded (i.e. copied) from the disk into the computers RAM (Random Access Memory), as and when required.

What is an operating system?

The operating system is a special type of program which loads automatically when you start your computer. The operating system allows you to use the advanced features of a modern computer without having to learn all the details of how the hardware works. There are a number of different types of operating system in common use. The IBM PC (Personal Computer) was introduced way back in 1981 and was originally supplied with an operating system called DOS (Disk Operating System). This operating system was very basic, and you had to be a bit of a computer expert just to understand how to use it. It was NOT user-friendly. Later on, Microsoft introduced Windows and this is the operating system which is most widely used on PCs today. To complicate matters further, there are a number of different types of Windows. Most people are today running either Windows XP or Windows Vista.



IBM produced an operating system called OS/2 but this was largely ignored and is only used by a few companies.

UNIX and Linux are other examples of operating systems which may be run on PCs.

Other types of computers, such as those manufactured by Apple have a completely different operating system.

Microsoft Windows: Microsoft: http://www.microsoft.com
IBM OS/2: http://www.ibm.com/software/os/warp
Mac OS X: http://www.apple.com

Examples of software applications

An application program is the type of program which you use once the operating system has been loaded. Examples include word-processing programs (for producing letters, memos etc), spreadsheets (for doing accounts and working with numbers), databases (for organising large amounts of information), games programs and graphics programs (for producing pictures, advertisements, manuals etc).

It is important that you recognise examples of application programs covering the following areas:

- Word processing
- Spreadsheets
- Databases
- Presentations
- E-mailing
- Web browsing
- Photo editing
- Computer games

Word processing applications

A word processing program (such as Microsoft Word) allows you to produce letters, memos, etc., easily. You can easily mail merge a list of names and addresses to produce mass mailers, individually addressed to customers or subscribers.

Spreadsheets applications

A spreadsheet program (such as Microsoft Excel) allows you to work out a company's income, expenditure and then calculate the balance. It enables you to make 'what if' type projections of how the company will fair in the future and to forecast how changes in prices will affect profits.

Database applications

A database program (such as Microsoft Access) allows you to compile information and then to search this information to extract just the information you require. For instance, if you have a database of all the equipment housed within an office you can very simply produce a report listing only the equipment above a certain value.

Presentation applications

A presentation program (such as Microsoft PowerPoint) allows you to produce professional looking presentations, which can be printed out directly onto slides for use with an overhead projector. Alternatively, you can display your presentations directly on a computer screen or via a computerised projector.

E-mailing applications

There are many emailing programs available. As the name suggests you use these to send and receive emails. Microsoft Outlook is supplied within Microsoft Office. Another well know example is the Thunderbird email program.

Web browsing applications

Applications used to view and interact with the World Wide Web (WWW).
Microsoft Internet Explorer http://www.microsoft.com/ie

Netscape Navigator http://www.netscape.com
Mozilla Firefox http://www.mozilla.org/products/firefox

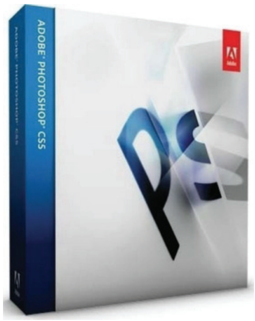


Photo editing applications

These programs allow you to edit digital photos. You can adjust items such as the picture brightness, contact and colour balance. You can remove defects such the red eye effect often caused when using a flash. You can apply interesting special effects and filters to visually enhance your photographs. Examples include Photoshop from Adobe and Paint Shop Pro from Corel.

Computer games

Computer games started off as simple bat and ball games and today have evolved into an enormous worldwide business. There are many different types of games ranging from the educational, to the ‘shoot them up’ variety. The level of graphical detail on the screen gets better each year.

There are many different formats available for games. Some games can be played on a standard computer, while others require a dedicated console such as a Sony Playstation.

Famous example include Doom (a shoot them up game) and Simms (a game where you build your own little world within the computer).

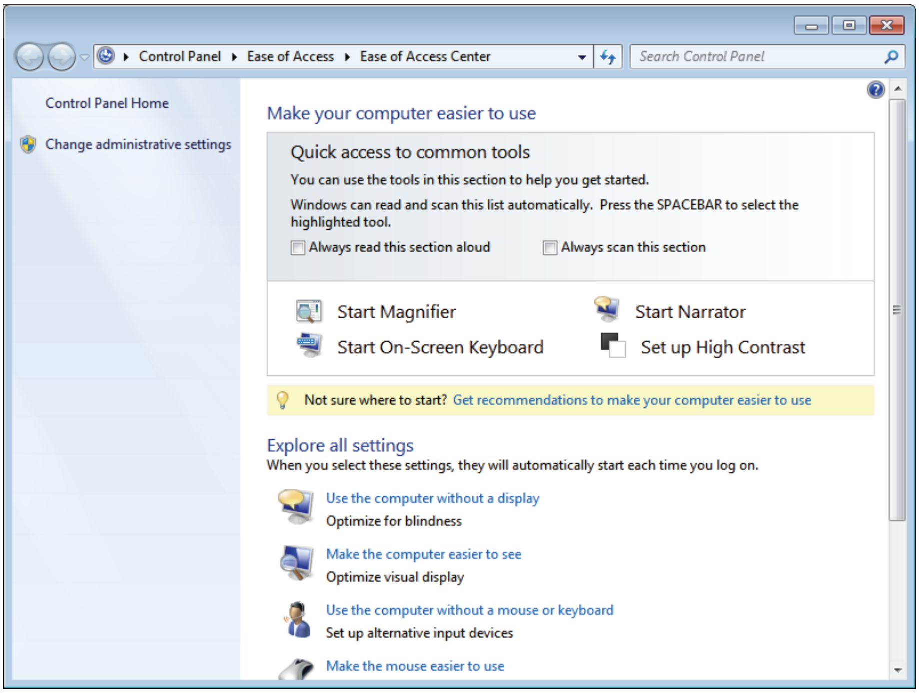
Difference between the operating system and application software

The operating system works closely with the hardware that you have installed within your computer. If interprets the input via the mouse or keyboard and outputs data to the screen.
The application programs sit above the operating system, and make use of the functionally built into the operating system. They are specific to a particular task. For instance Microsoft Word is designed as a word processing program, while Microsoft Excel is a spreadsheet program.

Accessibility options

There are a range of options to improve computer accessibility. These cover:
- Voice recognition software
- Screen reader software
- Screen magnifier software
- On-screen keyboard.

In addition many web sites are now written to be compatible with software designed to increase accessibility.


Control Panel ▸ Ease of Access ▸ Ease of Access Center
Search Control Panel
Control Panel Home
Change administrative settings

Make your computer easier to use

Quick access to common tools

You can use the tools in this section to help you get started.

Windows can read and scan this list automatically. Press the SPACEBAR to select the highlighted tool.

☐ Always read this section aloud ☐ Always scan this section

Start Magnifier

Start Narrator

Start On-Screen Keyboard

Set up High Contrast

Not sure where to start? Get recommendations to make your computer easier to use

Explore all settings

When you select these settings, they will automatically start each time you log on.

Use the computer without a display
Optimize for blindness

Make the computer easier to see
Optimize visual display

Use the computer without a mouse or keyboard
Set up alternative input devices

Make the mouse easier to use

Voice recognition software

Voice recognition software lets you talk to a computer and use simple commands or sentences. These systems are easily confused by regional accents and background noise, but are getting better each year as the software improves.

This type of software is commonly used when phoning large organisations, typically banks. You may be requested to read your credit card number. The software at the other end of the phone will recognise the numbers that you tell it, and put your call through to the correct person.

Voice recognition software has obvious benefits as far as improving accessibility option is concerned. If you are unable to use a keyboard then the ability to talk to a computer offers tremendous opportunities.

Screen reader software

Screen reader software is designed for the visually impaired and tries to interpret the contents of the computer screen and then communicate that information in different formats, such as speech output, sound icons or as Braille output.

There are many commercial options available. Try searching the web for 'screen reader software' for an idea of what is available.

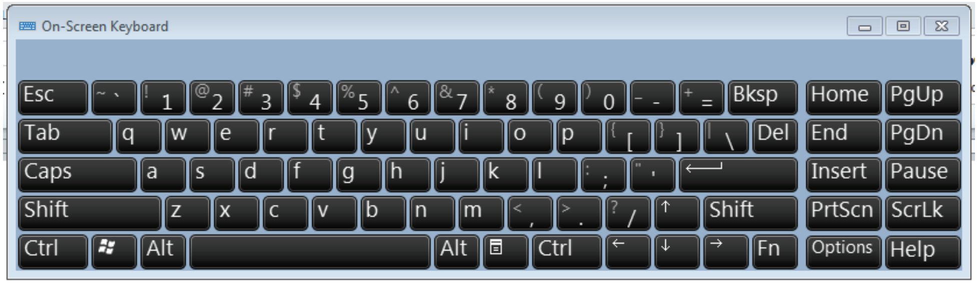
Screen magnifier software

This type of software magnifies the screen contents, making it easier to read for the visually impaired. Microsoft Windows has basic screen magnifier software included.

On-screen keyboard

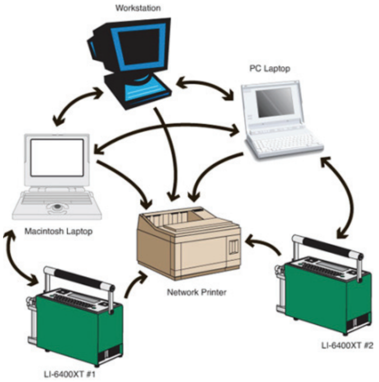
An on-screen keyboard is a representation of the physical keyboard on the screen. It is designed to be used by individuals are not able to use a physical keyboard.

Windows has a basic on-screen keyboard option located within the **Accessories** group.


On-Screen Keyboard
Esc ~ ` ! 1 @ 2 # 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 - - + = Bksp Home PgUp
Tab q w e r t y u i o p { [}] | \ Del End PgDn
Caps a s d f g h j k l : ; " ' Insert Pause
Shift z x c v b n m < , > . ? / ↑ Shift PrtScn ScrLk
Ctrl Alt Alt Ctrl ← ↓ → Fn Options Help

Networks

Network Types

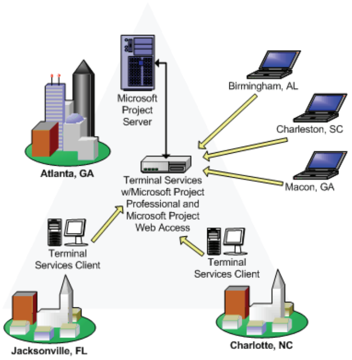

Workstation
PC Laptop
Macintosh Laptop
Network Printer
LI-6400XT #1
LI-6400XT #2

LAN (Local Area Network)

A LAN (Local Area Network) is a system whereby individual PCs are connected together within a company or organisation. For instance if ten people are working together within an office it makes sense for them all to be connected. In this way, the office can have a single printer and all ten people can print to it. In a similar way, other devices such as modems or scanners can be shared. Even more useful is the ability to share information when connected to a network.

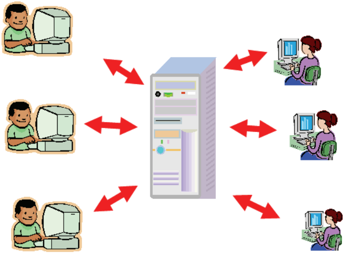
WLAN (Wireless Local Area Network)

A WLAN (Wireless Local Area Network) allows you to connect to other computers within your LAN using wireless technology.


Microsoft Project Server
Birmingham, AL
Charleston, SC
Atlanta, GA
Macon, GA
Terminal Services w/Microsoft Project Professional and Microsoft Project Web Access
Terminal Services Client
Terminal Services Client
Jacksonville, FL
Charlotte, NC

WAN (Wide Area Network)

A WAN (Wide Area Network) as the name implies allows you to connect to other computers over a wider area (i.e. the whole world).



Client/server networks

This term relates to the type of network where resources are kept centrally on the server and used locally by the client. The server tends to be a very powerful PC (or group of PCs), while each client workstation, which the users have, is less powerful.

Internet

The Internet is a global network of interconnected networks. The unique thing about the Internet is the sheer amount of information which you can access from it. Whatever your interest, you can search for and find information on the most obscure topics. For research the Internet is an incredibly valuable tool. Whether you are gathering information about a rival company on the other side of the world, or are looking for information about your family tree, you will find there is plenty of information available. If you publish material on the Web, it can be accessed by everyone on the Web (providing they can find it.). As a marketing tool, this has interesting possibilities. It is possible for a small company to sell products and services worldwide, without the need for a single sales-person. These days the problem is often not finding information but rather dealing with the sheer amount of information which is available. Also, you have no idea how accurate or up to date a lot of the information you access really is.

World Wide Web (WWW) vs. the Internet

The World Wide Web (WWW) is just a small part of the Internet as a whole. The Internet relates to all the hardware and software involved, as well as the WWW, it also includes FTP (File Transfer Protocol), email and newsgroups. The WWW is basically the text and pictures which you can view using your web browser, such as Microsoft Internet Explorer, or Netscape Navigator.

Intranets

An Intranet is a smaller, closed version of the Internet, which can only be accessed by authorised members of an organisation. Intranets are becoming an increasingly popular way to share information within a company or other organisation. An Intranet uses Internet technologies to allow users to access company documents, search databases, schedule meetings and of course send emails. Once a company has installed a comprehensive Intranet many users need only one piece of software on their PC, a web browser.

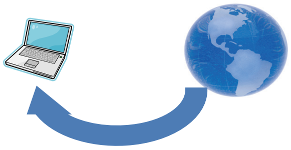
Extranets

An Extranet is an Intranet which is partially accessible to authorised outsiders. An Intranet is normally only accessible by members of the same company or organisation; an extranet also allows outsiders who have been issued with a password to gain limited access to information held on a company network. Extranets are being used as a way for business partners to share information.

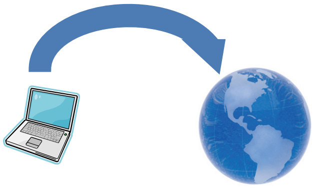
Data Transfer

Downloading from & uploading to a network

You can 'download' data from a network, for instance you can download a file from a web site. Another example of downloading would be copying a file from another computer on your Local Area Network to the hard disk on your computer.



Uploading refers to copying data from your computer to another computer, either on your local area network or on your company web site.



Data transfer rate measurement

When you download or upload data the speed of the data transfer is measured by the amount of data that is transferred per second. Common transfer rate units are:

- Bits per second (bps). Very slow connections will be quoted in bits per second.
- Kilobits per second (kbps).
- Megabits per second (mbps). High speed data transfer is measured in megabits bits per second.

Broadband & dial-up Internet connection services

In the early days of the Internet, you plugged a modem into your computer, which in turn was plugged into a phone line. Each time you wanted to connect to the Internet you had to dial up your Internet Service Provider (ISP), via your modem and you would be connected to the Internet. You were charged for every second that you connected to the Internet. As a result most people, spend most of the time not actually connected to the Internet. This made emailing frustrating. It was like phoning someone who unplugged their phone for most of the time. When you reconnected to the Internet, you would check for email and read it then. Dial up Internet access is very slow. It is OK for browsing Web sites, but you would not be able to watch movies on a dial up connection.

A broadband Internet connection means that you are permanently connected to the Internet. Your email program can receive and display mail as soon as someone sends you mail. Broadband Internet connection is not charged by the second, but by a monthly fee. The speed of your broadband connection depends on how much you wish to pay each month. A fast broadband connection allows you to view movies and listen to music.

Internet connection options

Most people will connect to the Internet via a phone line or via a cable connection. There are however a range of Internet connection options including:

Phone line:

The most common type of Internet connection. Your computer is connected to a modem which connects to the phone line. You can use dialup or broadband via the phone line.

Cable:

The same cable that supplied TV channels can also supply your Internet connections. Often cable gives you very high speed Internet access.

Mobile phone:

This is often very expensive and mainly appeals to the younger Internet users. The connection is established via special, Internet compatible phones. The screen on mobile phone is tiny, so you are limited in what information you can usefully view via a mobile phone.

Wireless Hot Spots:

Many public places, such as shopping malls, hotels, airports and restaurant chains now offer wireless access to the Internet. This is sometimes free but is normally charged via your credit card as a fixed rate per time period. Often you cannot download materials, you can just browser the Web or view your emails.

Satellite:

If you live in a very remote area, your only way to connect to the Internet may be via a satellite link. This may require large satellite dishes and expensive specialised equipment. The cost of the Internet connection may also be high.

Characteristics of a broadband Internet connection

Always on:

Unlike a dialup connection a broadband connection is always connected to the Internet.

Flat fee payment:

Unlike a dialup connection where you often pay for every minute connected a broadband connection is paid for via a flat monthly fee.

High speed access:

With broadband the more you pay the higher the connection speed. There are technical limitations that cap the speed and you should be aware that the theoretical access speeds quoted by Internet Service Providers (ISPs), are seldom reached.

Risk of intruder attack:

Because a broadband connection is always connected there is more chance that hackers will try and invade your computer connection. This is often done via virus like programs and you should always have an up-to-date virus checking program installed on any computer that has a broadband connection. You will also need a firewall in place to protect you from some of the online threats.

ICT in Everyday Life

Electronic World

What does 'Information and Communication Technology' (ICT) mean?

ICT stands for Information and Communications Technology. In the Australasia region the term IT & T is often used instead of ICT. This stands for Information Technology and Telecommunications.

These terms cover are wide range of computer related fields including:
- Installing and maintaining computer systems and applications
- Designing, installing and maintaining computer networks
- Data management
- Computer hardware maintenance
- Database and software design

and many other areas!

Internet services for consumers
The Internet offers a vast range of services for consumers including e-commerce, e-banking and e-government.

E-commerce

The phrase e-commerce is a buzzword which relates to buying or selling via the Internet. Increasingly you can purchase directly via a Web site by selecting the goods or services which you require and entering your credit card details. When you send your credit card details these SHOULD be encrypted by the site operators so that no one can intercept your details. Most sites which accept credit card payment are on secure services and your Internet browser program (i.e. Microsoft Internet Explorer or Netscape Communicator) will normally inform you (via a popup) when you are entering or leaving a secure server.

E-commerce

There are numerous web sites from where you can purchase online, a famous example being amazon.com. Most Internet based shopping sites use a virtual "shopping cart" system. As you browse the site you can add any products you want to purchase to your cart. Once you have placed items in the cart you can then move to the checkout stage. At the checkout you enter your name & address, select the type of delivery you want and enter your payment details.

Advantages of e-commerce
Services available 24 / 7:
Unlike a normal shop which closes in the evening, you can shop via the Internet 24 hours a day, 7 days a week, and 365 days a year.

Large stock range:
A larger range of stock can be carried than a conventional store. The stock does not have to be distributed and duplicated over many physical stores, but rather it can be held in one central distribution warehouse.

Detailed product information:
A detailed product description for each product, along with a picture can be given. There can even be links

to the product manufactures own web site.

Ability to compare prices:
Many sites claim to offer you the very best prices. You can use the information on these sites to compare prices.

Equal delivery to town and country:
The fact that you may live in the countryside, far from the nearest town makes no difference at all when shopping via the Net.

Right to return defective goods:
Most e-commerce web sites will have a 'Returns Policy' and it is advisable to read this prior to purchase. In many cases you will find that the law gives you a right to return defective goods or even goods which are not quite as you expected.

Disadvantages of e-commerce
Possible credit card fraud:
Some web sites have been set up solely to trick you into providing your credit card details, which can later be sold to criminals so that they can make purchases with your money. When it comes to credit card fraud there is basically one rule 'wherever humanly possible the bank never pays: - someone else does', make sure that someone is not you. Check the small print on your credit card agreement.

Is the web site genuine?:
When you purchase from a company such as amazon.com, you know that the company is well respected, is unlikely to go bust tomorrow, and above all will not attempt to 'run off with your money'. But what about when you purchase online from a company you have never heard of? Look for clues. Is there a client list on the site? How long has the company been trading. Are full contact details provided? If in doubt ring the phone numbers provided on the site and try to decide whether the company sounds genuine. Ask for references from other customers. Just because you see trade association logos on a site, do not assume that the use of these logos is genuine. There are organisations now whose sole purpose is to verify that other web sites belong to honest companies.

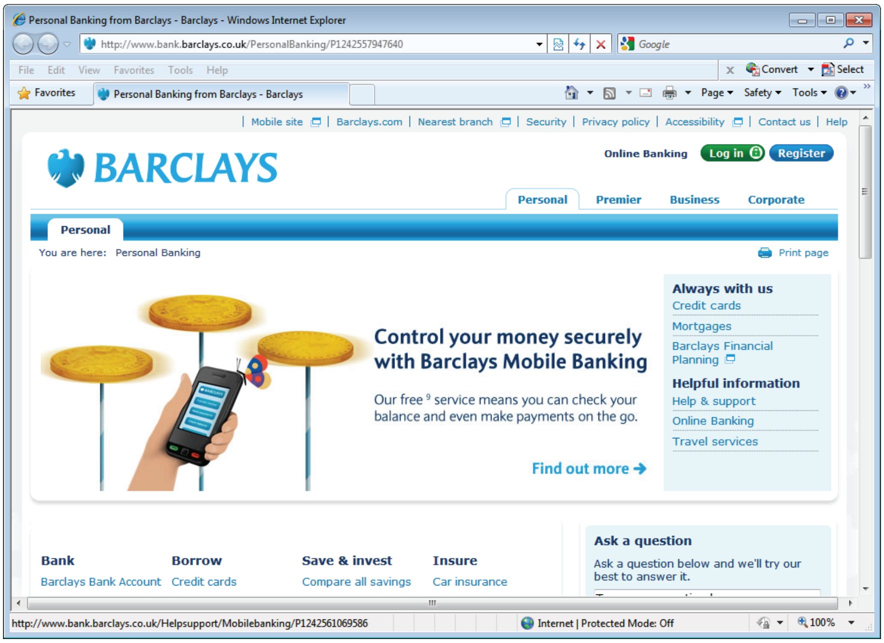
What about returning faulty goods?:
If the goods arrive and are substandard, who pays to return them. Where do you return them to? Be sure you know about a company’s returns policy, BEFORE you make an online purchase.

How are you covered when you purchase goods from another country?
This is a minefield. Each country may have its own laws relating to consumer protection. Be warned!

Can you talk to a real person?
I recently heard a radio presenter who purchased a computer online, through a very well-known PC manufacturer. He purchased the computer for his daughter, in good time for Christmas. As Christmas due near he tried to find out what was happening, but was unable to talk to a real person and was forced to rely solely on email contact with the company. The computer eventually turned up in February. Never buy from a company which does not provide you with full contact details including a telephone number.

E-banking

The phrase e-banking relates to managing your money online. Instead of having to go to the local branch, or telephoning them, you can pay your bills online and move money from one place to another. Some online banks have no physical branches at all, making it a very profitable operation for the bank. There are security considerations relating to online banking, with numerous examples of poor security coupled with sloppy operations.


Personal Banking from Barclays - Barclays - Windows Internet Explorer
http://www.bank.barclays.co.uk/PersonalBanking/P1242557947640
Google
File Edit View Favorites Tools Help
Convert Select
Favorites
Personal Banking from Barclays - Barclays
Page Safety Tools
Mobile site | Barclays.com | Nearest branch | Security | Privacy policy | Accessibility | Contact us | Help
BARCLAYS
Online Banking
Log in
Register
Personal Premier Business Corporate
Personal
You are here: Personal Banking
Print page
Always with us
Credit cards
Mortgages
Barclays Financial Planning
Helpful information
Help & support
Online Banking
Travel services
Find out more
Bank
Barclays Bank Account
Borrow
Credit cards
Save & invest
Compare all savings
Insure
Car insurance
Ask a question
http://www.bank.barclays.co.uk/Helpsupport/Mobilebanking/P1242561069586
Internet | Protected Mode: Off
100%

Control your money securely with Barclays Mobile Banking

Our free [9] service means you can check your balance and even make payments on the go.

Ask a question below and we'll try our best to answer it.

Most banks now offer some form of online banking. This has the advantage to the bank that costs can be reduced. Some banks are completely online, with no physical branches at all. The customers benefit from 24-hour access to banking services. The downside is that this leads to many job losses in the banking industry and when things go wrong there is no physical person you can go and see and make your complaints to. Some leading banks have demonstrated a degree of incompetence when it comes to the security of their online systems and many people are very reluctant to trust online banking systems yet.
Smile: http://www.smile.co.uk

E-government

Census: Every few year's census details are taken and entered into large computer databases. This data can then be used to extract useful information and predict trends. In some cases this data is also being made available online, so that it becomes even more accessible and useful.

Vehicle registration: All car and lorry details are kept centrally; this makes it easy to find the owners of cars, which can be useful for police, customs and security services.

Revenue collection: Increasingly aspects of government revenue collection are being computerised, which in many cases involves online systems as well.

Electronic voting: Governments are experimenting with online voting systems, often in response to appallingly low voter turnout. Security remains the main obstacle to the extension of this idea.
www.ukonline.gov.uk

E-learning

E-learning refers to learning via the Internet or working through a disk based tutorial. There are many advantages, some disadvantages too.

Uses of computer applications in education

Student registration and timetabling: There are many specialist programs designed to computerise these otherwise time consuming tasks.

Computer Based Training (CBT): Computer Based Training (CBT) offers a low cost solution to training needs where you need to train a large amount of people on a single subject. These programs are normally supplied on CD-ROM / DVD and combine text, graphics and sound. Packages range from general encyclopaedias right through to learning a foreign language. As an alternative to training via CD-ROM / DVD, CBT can also be delivered via the Internet.

Using the Internet as a homework resource: The Internet is the ultimate resource for getting the information necessary to complete a student's homework. The Internet can also be used to set and collect homework (via email).

Distance learning systems: E-learning is a term used to describe studying via the Internet. It can take many forms ranging from a simple web version of printed books, through to advanced use of video images with sound. In many cases there can be real-time two-way communication between the teacher and the student.

Advantages include:
-One trainer can train many people at many different locations.
- If the training is solely computer based, then the students can work at their own pace, and repeat parts of a course which they do not understand. Also the teaching can be at any time, 24 hours a day, and 7 days a week.
- Often e-learning solutions are cheaper to provide than other more traditional teaching methods.

Disadvantages include:
- There may be no opportunity to ask a question of a real person.
- The Internet connection may temporarily fail for some reason.
- You may have to pay for the connection time, by the minute.
- The download speed may be too slow for some forms of e-learning
- Because of the increased time required to produce some types of e-learning packages, the e-learning tutorials may not be available for some time following the release of a new version of software, or a new certification syllabus.

Teleworking

Tele-working is a broad term which refers to people working at home connected to the rest of the organisation via a computer network. Communication is via email or the telephone. This arrangement has advantages and disadvantages to both the employer and the employee.

Some of the advantages of tele-working

Advantages include:

Reduced or zero commuting time.
This saves time (and money) for the employee and reduces environmental overheads, as less commuting means less car pollution. It means that the employee does not arrive at work already stressed from car jams or late train connections.

Greater ability to focus on one task:
As there are fewer interruptions from low priority phone calls, there is a greater ability to concentrate and focus.

Flexible schedules:
In many cases, as long as the job gets done, it does not matter when the job gets done. This means there is time for other activities, such as picking up the kids from school. It also means that work can be finished in the evening if required. If it is a beautiful day, why not take advantage of the weather, and finish your work later.

Reduced office desk space requirements:
The cost of Office space can be very high and tele-working can help to reduce these costs if a proportion of the staff works at home. "Hot Desking" is a term used to indicate that people do not have a desk dedicated to their exclusive use. People simply sit at any desk and log on to the networked computers using their own ID, which will allow them to uniquely access their own work stored within the computer system. Hot Desking is popular where staff spend a proportion of their time working at home, or at sites outside the main office complex.

Some of the disadvantages of tele-working

As well as advantages, there are many disadvantages for tele-workers, which include:

Lack of human contact:
Many people cite this as the single biggest factor when switching from a regular office job, to tele-working. In fact many companies now arrange company gossip networks, just so that people can keep in touch.

Negative impact on teamwork:
If you never see the rest of the team it is hard to feel part of the team. To some extent this is offset by video links and by occasional get-together meetings.

Self-discipline:
It can take a lot to work from home and remain focused on work. It is all very well saying 'I will take the afternoon off and work this evening', but come the evening you may not feel like working.

Possible Employee Exploitation:
If workers are isolated from each other there is the possibility for companies to take advantage. Some large companies using tele-working restrict trade union activity (or if they can, ban it altogether).

Communication

Electronic mail (e-mail)

Email allows you to send a message to another person almost instantly, anywhere in the world. It requires both computers to be connected to the Internet. As well as sending a text message, files can be sent as email attachments.

Instant messaging (IM)

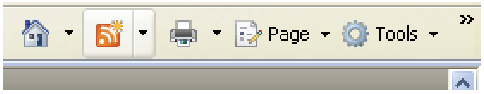
Instant messaging (IM) provides a mechanism for real-time communication between two or more people sending text messages via their computers. This is different from sending an email which once sent may be read sometime later by the person you sent the email to.
Some types of instant messaging software let you speak rather than having to type your messages. You can use your web cam so that you can see the person you are talking to.

Voice over Internet Protocol (VoIP)

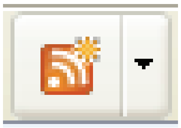
Voice over Internet Protocol, (VoIP pronounced voyp), is a technology that allows you to talk with other people via the Internet. You can talk at no extra cost to other people using VoIP on their computers. You can even make calls to real telephones at a much cheaper rate than normal. This system is ideal when you need to make a lot of long distance or international calls. You can use VoIP by just installing a microphone and headset, or you can purchase a special VoIP compatible phone, which will normally plug into one of the USB sockets on your computer. A well know VoIP product supplier is Skype, who produce a range of excellent phones.

Really Simple Syndication (RSS) feeds

RSS (Really Simple Syndication) is a method used to publish information that needs to be frequently updated. Such as news headlines, tickertapes or podcasts. A RSS document is called a "feed" or "channel".



You need software called an RSS reader to read and update RSS content. You can then subscribe to a feed using the RSS reader. The RSS reader regularly checks for updated content and then displays the new content. Most good news websites will have the option of an RSS feed. In most cases to subscribe, you need only click on a button within the site.



Blogging (web logs)

A blog (a combination of the words web and log) is a website on which chronological entries that can be viewed by visitors. The word Blog is used as a verb and describes the activity of maintaining a blog.
Blogs can provide information on a vast range of subjects, and often contain personalised views on a particular subject. Some are devoted to news, politics or current affairs. Readers can often comment interactively on the blog while other blogs are more like a shared, personal diary. Some blogs have become incredibly popular and been made into published books.
Blogs are mainly text based with the odd picture, but they may also contain music and video contents.
The blog search engine Blogspot tracks well over 150 million blogs. You can visit and make your own blog at:
http://www.blogspot.com

Podcasts

A podcast is a way of providing content such as radio programs in a form which can be easily downloaded and listened to later on a PC or mobile device such as an Apple iPod.

The term "podcast" is a combination of the words "iPod" and "broadcast".

Many web sites allow you to manually download content.

The thing that makes a podcast different is that once you subscribe to a podcast it will be downloaded automatically for you.

Virtual Communities

Online (virtual) communities

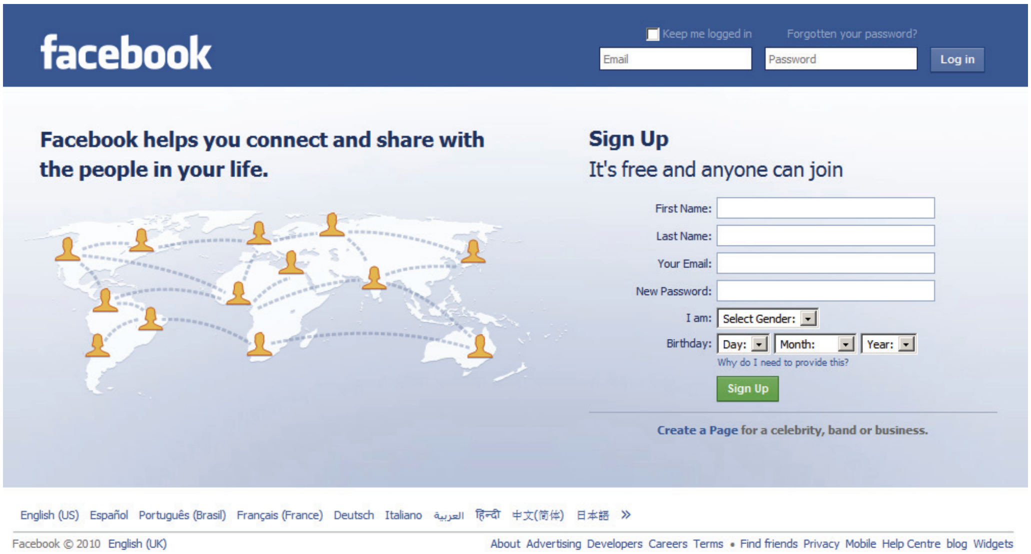
It is important to understanding the concept of online (virtual) communities. These can take many forms including:

- Social networking websites
- Internet forums
- Chat rooms
- Online computer games

Social networking websites

These sites allow you to link up with other people, to share news, experience and gossip. Some, such as 'Friends Reunited' are specifically designed to let you find friends that you have lost contact with.

Facebook



Facebook helps you connect and share with the people in your life.

Sign Up

It's free and anyone can join

Create a Page for a celebrity, band or business.

facebook
☐ Keep me logged in
Forgotten your password?
Email
Password
Log in
First Name:
Last Name:
Your Email:
New Password:
I am: Select Gender:
Birthday: Day: Month: Year:
Why do I need to provide this?
Sign Up
English (US) Español Português (Brasil) Français (France) Deutsch Italiano العربية हिन्दी 中文(简体) 日本語 »
Facebook © 2010 English (UK)
About Advertising Developers Careers Terms • Find friends Privacy Mobile Help Centre blog Widgets

Internet forums (message boards / discussion boards)

An Internet forum is a web based application that lets you join in online discussions. You can post your views or comments for all in the forum to see and react to. Try searching the Web for information on message boards and you will find that there is a discussion for you, whatever your interest!

Chat rooms

The term 'chat room' has had a lot of media attention over the last few years. The term has evolved to include any web based mechanism to share your news with others on the web. The communication is in real time, i.e. you can talk to other individuals, rather than leaving messages. Try searching the Web for more information and examples.

Online computer games

Online games are games that are accessed and played via the Internet. In many cases you can play against other people. Try searching the web using the phrase 'online computer games' and you will find lots of sites you can access.

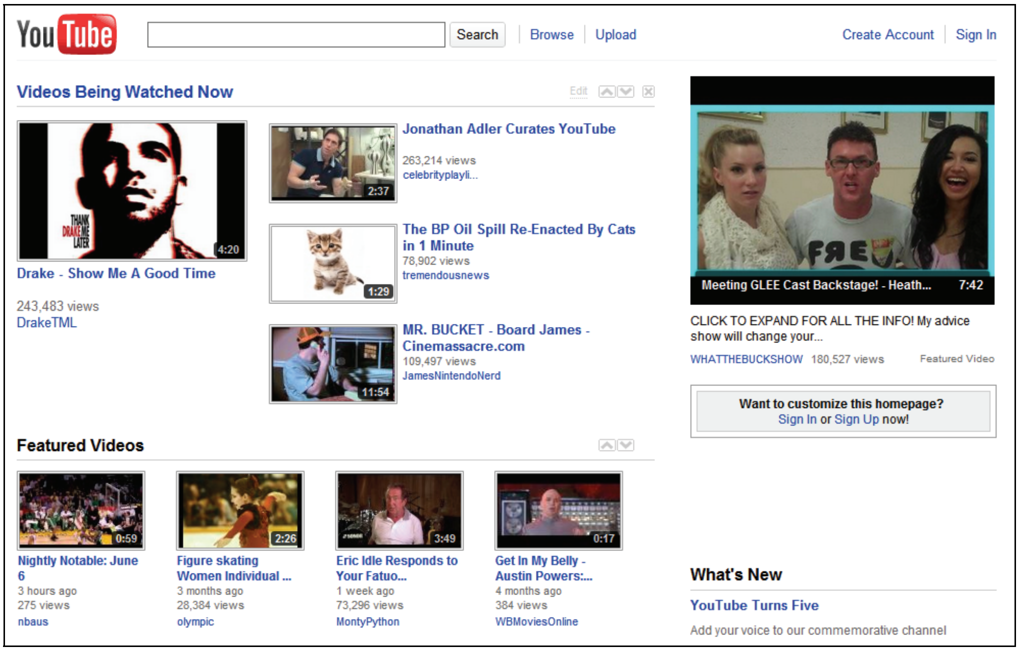
Publishing and sharing content online.

It is important to understand the ways you can publish and share content online. You can set up your own web log (blog). You can even set up your own podcast.

Sharing photos, video and audio clips.

There are many web sites that allow you to upload pictures, audio clips or video clips. Facebook is a good example of a site that you can upload items of interest to.

YouTube contains clips that have been uploaded from people around the world. If you have something to share give it a go.


You Tube
Search
Browse
Upload
Create Account
Sign In
Videos Being Watched Now
Edit
4:20
Drake - Show Me A Good Time
243,483 views
DrakeTML
Jonathan Adler Curates YouTube
2:37
263,214 views
celebrityplayli...
The BP Oil Spill Re-Enacted By Cats in 1 Minute
1:29
78,902 views
tremendousnews
MR. BUCKET - Board James - Cinemassacre.com
11:54
109,497 views
JamesNintendoNerd
Meeting GLEE Cast Backstage! - Heath...
7:42
CLICK TO EXPAND FOR ALL THE INFO! My advice show will change your...
WHATTHEBUCKSHOW 180,527 views
Featured Video
Want to customize this homepage?
Sign In or Sign Up now!
Featured Videos
0:59
Nightly Notable: June 6
3 hours ago
275 views
nbaus
2:26
Figure skating Women Individual ...
3 months ago
28,384 views
olympic
3:49
Eric Idle Responds to Your Fatuo...
1 week ago
73,296 views
MontyPython
0:17
Get In My Belly - Austin Powers:...
4 months ago
384 views
WBMoviesOnline
What's New
YouTube Turns Five
Add your voice to our commemorative channel

Precautions when accessing online communities

You should take basic precautions when accessing online communities including the following:

Keep your profile private and limit the amount of personal information you post:

In many cases you can keep your profiles private and only share limited information with other users as you get to know them. Remember that a criminal armed with just your age and address may be able to access your bank details. Use common sense on the Web!

Be aware that posted information is publicly available:

Remember that information that you post is often publicly available and can be used by fraudsters.

Be wary of strangers:
The Internet can be a dangerous place. Do not take information from people you meet on the Internet at face value. If you are a child, how do you know the person that you are talking to is a child of your age rather than someone pretending to be something that they are not? Be very cautious of arranging to meet people that you have met via the Internet and make sure that any meeting is in a public place, and preferably take a friend along.

Health

What is ergonomics?

Ergonomics covers the physical environment and design of equipment to maximise the quality of an employee's wellbeing. This covers everything from the design of the computer, the computer desk, the chair and even the design of the lighting within a room.
Take regular breaks, have regular eye tests and get a good desk and chair to maintain good posture.

Repetitive Strain Injury (RSI)

Often referred to as RSI. This is a condition caused by constant use of the keyboard or mouse. You should take regular breaks to help avoid this type of injury. You may want to consider the use of a pad on which you can rest your arms, which will help to some extent.

More information: http://www.rsi-center.com

Lighting issues when using a computer

It is vital that the correct type of lightning is used in conjunction with your computer use. Many people find that banks of overhead fluorescent, tube lighting gives them headaches. Natural light is better, but can cause reflected glair off the computer screen. Too much light can cause as much eye strain as two little light. The direction of the light is also a consideration. If you are facing a bright light source while concentrating on your computer screen, this can lead to eye strain.

Screen and keyboard positioning

When sitting at your computer you should have a monitor at eye level which can be adjusted to suit you. In addition, you may want to consider a footrest. Neck pain and backache can result from prolonged bad posture.

Screen: Your screen should be fully adjustable so that your eyes are at the same height as the top of the screen. You may wish to use a filter attached to the screen to reduce glare. If the screen is badly focused, too bright or appears to flicker, then get a qualified technician to take a look at it. You should periodically refocus into the distance, as opposed to always gazing at a screen a few inches from your eyes.

Keyboard: Use a good keyboard and you may also wish to use a wrist pad to relieve pressure on your wrists.

Mouse: Use a mouse mat to make the mouse easier to use. Ensure that you have enough space to comfortably use the mouse. If your arms or fingers become tired or painful when using the mouse, take a break and do something else.

Seating issues when using a computer

If you spend a lot of time sitting at your desk using a computer it is vital that you pay attention to the type of chair you are sitting in. Your chair should be fully adjustable, and be able to be moved up or down. It should have an adjustable back. If your chair is not easily adjusted it can lead to permanent back injury.

Wellbeing when using a computer

You should take regular breaks to avoid staring constantly at the screen and straining your eyes. During regular breaks, refocus your eye between short and long distances as this can reduce eye strain.

During your regular breaks, you may also wish to do some practice stretching exercises. These should be done only after medical advice so that they are appropriate for each individual.

You should consider using the best (i.e. most expensive) monitor which you or your company can afford. The better the monitor the better the screen resolution and the higher the refresh rate. For detailed work, you should also consider using a larger screen size. In many countries, your employer has a legal duty to pay for eye tests for employees as and when they request it. You can get filters which fit in front of the screen and reduce glare.

You may wish to use a footpad to rest your feet while using the computer.

Make sure that the area where you are using the computer is adequately lit and well ventilated.

Ventilation is especially important if you are using a laser printer, which may produce ozone when printing.

Make sure that cables are safely secured

You should always use the power cables which were supplied with your computer or cables of a similar quality. Make sure that the cables are safely secured at the back of the desk and that you have power points located near the desk. If your desk has a cable ducting system make sure that you use it. Avoid long trailing cables as you or other people can easily trip over them and cause injury to yourself or others. Apart from personal injury, accidentally pulling out a power cable could cause your computer to lose power and you will lose data as a result. Network cables tend to be delicate and easily damaged and the most common cause of failure to log onto a network server is that someone has accidentally dislodged or damaged the network cables.

Make sure that power points are not overloaded

Overloading of a power point is dangerous and a potential fire hazard. If you need more power sockets, have them properly installed by a qualified electrician.

Environment

Computer recycling options

You should have a separate bin for paper which can be sent for recycling (be sure that sensitive material is first shredded).

Printer toner cartridges can be sent for recycling; in fact some charities now collect spent toner cartridges, and send them for recycling. You may also wish to consider the use of recycled toners in your printers (but be aware that in some cases this may invalidate the printer's guarantee).

Rather than dump unwanted computer equipment, see if you can get them recycled, or even collected and used by charitable organisations.

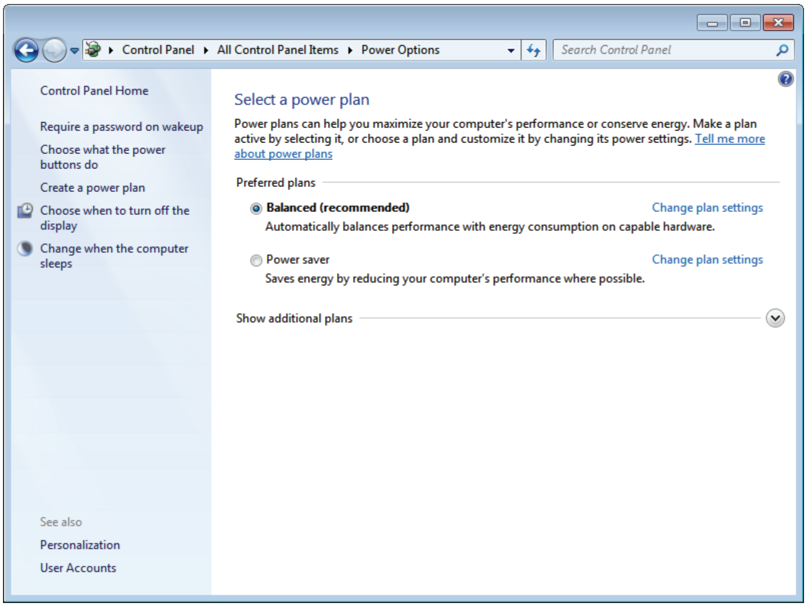
Where possible the use of on-screen manuals and help systems, rather than printed manuals, will save on the amount of paper consumed. This equates to less trees being cut down.

Computer energy saving options

You may consider switching off computers and monitors when they are not being used.

Many monitors and other peripherals will automatically switch into 'sleep' mode after a period of inactivity. This means that even though the computer is still switched on, it will consume less power.

Power saving options is illustrated below.



Control Panel ▸ All Control Panel Items ▸ Power Options
Search Control Panel
Control Panel Home
Require a password on wakeup
Choose what the power buttons do
Create a power plan
Choose when to turn off the display
Change when the computer sleeps
See also
Personalization
User Accounts
Change plan settings
Change plan settings

Select a power plan

Power plans can help you maximize your computer's performance or conserve energy. Make a plan active by selecting it, or choose a plan and customize it by changing its power settings. Tell me more about power plans

Preferred plans

● **Balanced (recommended)**
Automatically balances performance with energy consumption on capable hardware.

○ Power saver
Saves energy by reducing your computer's performance where possible.

Show additional plans

Security

Identity/Authentication

Computer logon user name (ID) and password.

Passwords:
If your computer has a password which prevents other users from accessing it then do NOT give this password to anybody else. Do not write the password on a card and prop this up next to the monitor and above all do not attempt to hide your access passwords on the underside of your desk (this is the first place most criminals would look if trying to break into your system). Make sure you do not forget your passwords; in many cases, data cannot be recovered once the password is lost.

User IDs and passwords:
A User ID is normally used to logon to a computer, or computer network. It uniquely identifies you to the network. In addition you use a password which is only known to you. The password guarantees that no one can access the network and impersonate you (in theory). Once you have logged on (i.e. connected) to the rest of your computer network, you will have been assigned access rights to the network. Your network administrator will have defined these access rights. The idea of access rights is that you only have the ability to connect to, or share, devices which you have authority to use. In other words, the network administrators often have access rights to just about every computer, printer, modem etc on the network. You on the other hand may have access rights to print to only certain, specified printers and you may be able to access only certain data held on the network.

Password policies

Your password is the only thing which will prevent someone else logging into a computer using your user ID and impersonating you. It is important to choose a password which cannot be easily guessed by other people. Ideally a password should be at least 8 characters long & contain a mixture of words and numbers. It is also recommended that you change your password regularly; some computer systems will require you to change your password periodically. Never share your password with others.

Data Security

Off-site backups

It is no good backing up your data only to leave the item which you backed up to next to the computer; if someone steals your computer it is likely that they will also steal your backups too. If you have a fire, then again you will lose your backups if the backups are stored next to the computer. Ideally, backups should be stored off-site at a safe location. At the very least, consider storing your backups in a fireproof safe, which will give some protection against fire damage.

Why do you need to backup your computer?

The most important thing which you store on your computer is information. Often the contents of a hard disk can represent years of work. If the hard disk stops working one day you could lose all those years of work. For this reason it is VITAL that you take regular backups of the information which is stored on the computer. In large organisations this backup procedure is normally performed automatically by your computer support team, where the data is normally held on a centralised, networked computer.

In smaller organisations, it is often up to the individual to organise some sort of data backup. If nothing else is available, copy your files to a USB memory stick or CD/DVD disk and make sure that these backups are stored away from the computer, ideally off-site. If there is a fire and your office burns down, if your backup disks are stored next to the computer they too will be incinerated.

Organising your computer for more efficient backups

When you think about it, you have a computer containing many programs and also a large amount of data which you have created, then it is only the data which really needs to be backed up. If you create a folder structure which contains only data then only this directory (plus any sub-directories of this directory) needs to be backed up.

Complete vs. incremental backups

A complete backup means that you backup all the data on your computer. This has the advantage that the entire hard disk can be backed up, but suffers from the disadvantage that this process can take a long time if your computer contains a lot of data. An incremental backup means that once a week you can perform a complete backup, but every night for the rest of the week, you only backup files which have been newly created or modified since the last backup, saving time. With the right backup software, this process is automatic, and normally you only have to select full or incremental.

What is a firewall?

A firewall is a system that secures your network from access by unauthorized users. A firewall can be implemented via software, hardware or by a combination of the two. If you are using broadband for Internet access, it is vital that some sort of firewall is in place to stop people trying to hack into your computer.

Data theft issues

You should take steps to prevent data theft and be aware of the following issues:

User name and password:
Always use a login ID and password to access your computer.

Physically securing your computer:
In some cases the computer may be secured to a desk by a cable and locking device. While this will help prevent physical thief of the computer it does not restrict access to sensitive data stored within a computer.

Portable disks and memory sticks:
Many companies ban the use the potable disks or memory sticks as they can be used to copy data from a computer and then carried out of the office for improper use by criminals.

Stick to data handling procedures:
A while back the UK government managed to loose two computer disks containing the personal details of over 25 million people (include bank accounts). This was put down to a failure to follow basic procedures.

What if your laptop is stolen?
If there was no start-up password then all the data on the computer could be at risk. The same goes for important/sensitive documents; if these were not individually password protected they could also be vulnerable. If you work within a large organisation, always report an incident of this type immediately to your technical support department.

Viruses

Computer viruses

Viruses are small programs which hide themselves on your disks (both diskettes and your hard disk). Unless you use virus detection software, the first time that you know that you have a virus is when it activates. Different viruses are activated in different ways. **BEWARE**: Viruses can destroy all your data.

Computer virus infection issues

Viruses hide on a disk and when you access the disk (either a diskette or another hard disk over a network) the virus program will start and infect your computer. The worst thing about a computer virus is that it can spread from one computer to another, either via the use of infected disks, or over a computer network. The Internet allows you to access files from all over the world and you should never connect to the Internet unless you have a virus-checking program installed on your computer. It is vital to keep your virus monitoring software up to date. Many anti-virus programs, such as Norton Anti Virus allow you to update the program so that the program can check for recently discovered viruses.

More Information:
http://www.bitdefender.com
http://www. www.kaspersky.com

Protecting against computer virus infection

The safest way to use a computer is to not connect it to a Local Area network or the Internet. This is called a 'stand-alone' computer, providing that you do not use disks on that PC which have been used in other computers, this type of computer is virtually immune from any form of intrusion.

Unfortunately it is the ability to connect to other computers or indeed the Internet, which makes the modern computer so versatile and so useful.

Always make sure that all computers require an ID and password to access them. Make sure that all relevant 'security patches' from Microsoft have been applied.

Make sure that the password is long enough, contains a random mixture of numbers and letters, and that the passwords are changed on a regular basis.

There are many examples, where people have used passwords which relate to something personal, such as a partner’s first name, the dog’s or cat’s name, etc. For a determined, serious computer hacker, these are easy to guess. If you have a system, where lots of different passwords are required to access the system, then security often breaks down and computer users will sometimes keep a list of these passwords in their disk. This defeats the whole object. If you forget your network access password, the network administrator should be able to assign you with a new one.

What to do if you discover a virus on your computer

If you discover a virus on your computer don't panic. If your virus checker alerts you to a virus, then the chances are that it has caught the virus before the virus could infect your computer and cause damage. For instance you may insert a disk into your computer and the virus checker should automatically scan the disk. If the disk contains a virus, a message will be displayed telling you that the disk is infected, and it should automatically remove the virus. The other common method of infection is via emails.

If you work within a larger company, you should have a company IT support group which will come and rid your computer of viruses. Be sure that you are familiar with your company's policy regarding viruses.

The limitations of anti virus software

Anti virus software can only detect viruses (or types of viruses) which the software knows about. As such it is vital that you keep your anti virus software up to date so that it can detect new viruses which are constantly appearing.

Law

Copyright

What is copyright?

Most programs which you purchase are copyrighted and you must not copy them. If you do so you may be breaking the law and if caught, you could find yourself being prosecuted. Many people will buy a copy of a game and make a copy for their friends or other family member. This is also normally unlawful. Even lending your program disks or CD-ROM to other people may be breaking the law in most cases. There are numerous organisations, such as FAST (the Federation Against Software Theft), which are dedicated to preventing the illegal copying of software. In a business situation, if your manager tells you to copy software, ALWAYS first make sure that you have a licence which entitles you to copy the software, because in many countries, you will be personally liable for damages.

Most text which you will find on the Internet is copyrighted. Never copy text without authority to do so and always quote your sources.

There are many sites offering free graphics and clipart. Some are genuine and have the authority to offer you a free download of images. Many sites however may not have this authority. Popular examples are pictures, sound clips, or movie clips from Star Trek. If you visit the official Star Trek site (www.startrek.com) you will see that use of images, and even the name 'Star Trek' is protected and may not be used on 'fan sites'. Even downloading sound clips to replace the bleeps which Microsoft Windows makes is often illegal. Some sites even allow the 'free' download for complete films or music tracks. If you can download a free film before it is even officially available on video/DVD, it is a pretty good bet that the site is unauthorised. Cover yourself. Get written permission to used downloaded materials and 'if in doubt - don't' is the safe rule. Because CD-ROM writers have become so widely available, it has become possible to copy entire CD-ROMs which can contain software, games or data. Do not do this. Always be careful of software which you may find advertised at very cheap prices, it may be illegally copied.

More Information: The Federation Against Software Theft http://www.fast.org.uk

Copyright Issues when copying files

Transferring files across a LAN:

You need to be careful that you do not accidentally make copies of software via your Local Area Network (unless of course you are authorised to make such copies).

Downloading files from the Internet:

You need to be VERY careful when downloading files from the Internet. Just because a site may say you are free to download materials from the site, does not necessary mean that the owners of the Internet site have the authority to allow you to do this. It is possible to download entire software packages from the net, even entire movie films. In many cases however it is not legal to do so.

Copying diskettes / CD-ROMs / DVD / ZIP disks:

If you purchase software, you may, in some cases be allowed to make a single, backup copy of disk. You are not allowed to distribute copies to family and friends. You are certainly not allowed to copy and re-sell commercial software.

Freeware:
This is software which can be copied or downloaded free. It is often fully functional. Examples may include software developed by organisations such as Universities, where the aim was not to profit from the software. It is very important not to confuse freeware and shareware.

Shareware:
This is where you can use software for a free trial period. Sometimes the shareware versions may be fully functional, but after a time period will either start to display an annoying message, asking you to register (i.e. pay for) your software, or in some cases it may stop working altogether after the trial period. This 'try before you buy' method of getting software is becoming increasing popular with the major software suppliers.

User Licences:
If you have more than one PC, then you can either purchase a separate copy of the software you require for each PC, or better: you can purchase a user licence. This user licence allows you to make copies and install them on each computer. The more copies you make the more the user licence will cost, but the cheaper the effective cost per PC.

Site licenses

Many large companies do not go out and buy a certain amount of 'shrink-wrapped' copies of each software product which they need, instead they will buy a site licence. These site licences are different in their small print, but generally mean that the companies purchasing the licence can make a fixed numbers of copies available to their staff, normally via a company network.

Checking software licence status

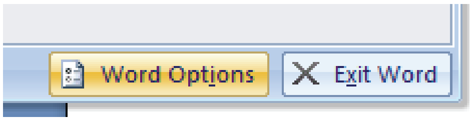
Normally if you click on the **Help** drop down menu within an application, there will be a command such as **About**. Clicking on this option will often display your software product identification number.

What is an 'end-user license agreement'?

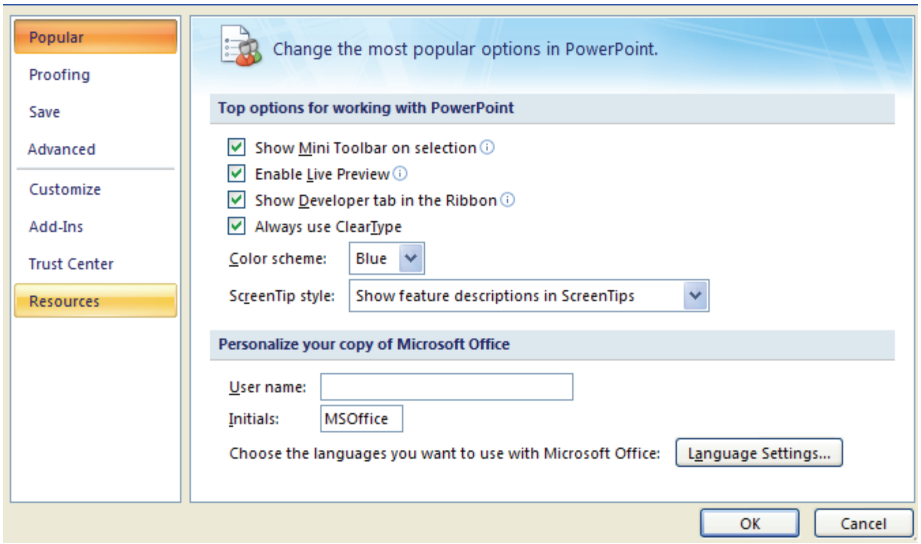
Normally when you install software these days there is a step within the installation routine in which you have to agree to be bound by the end user licence agreement. This agreement can be very large and is drawn up to protect the manufacturers of a product from being prosecuted due to faulty software. It also defines how many copies of the software you are entitled to. I recently printed out a Microsoft end user agreement and it was over 15 pages long.

Examining the 'end-user license agreement' within Office 2007 software

To view the licence agreement within Word 2007, click on the **Office Button**. You will see a dialog box open and in the bottom-right corner of the dialog box you will see the following buttons. Click on the **Word Options** button.



You will see the following dialog box displayed.



Change the most popular options in PowerPoint.

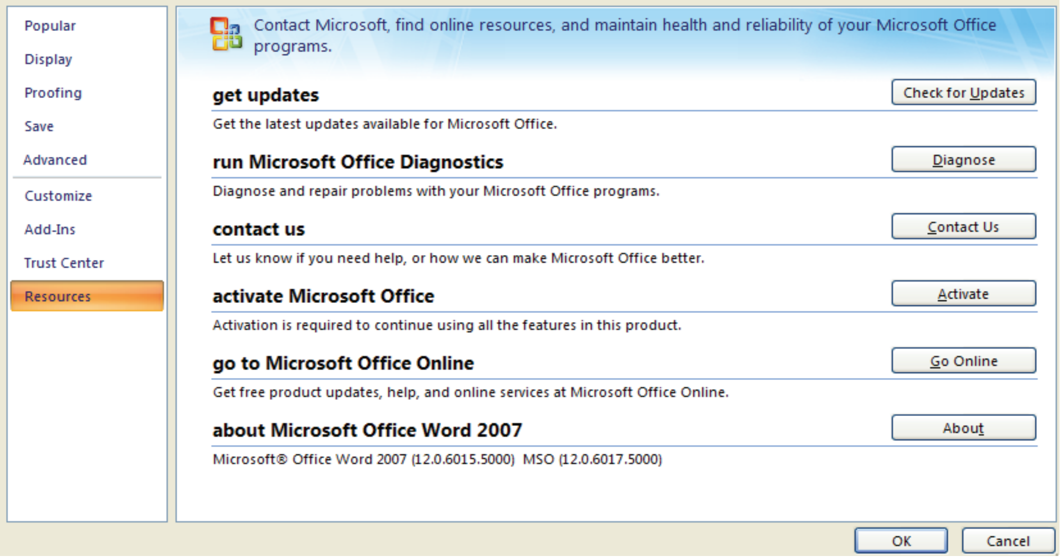
Top options for working with PowerPoint

☑ Show Mini Toolbar on selection
☑ Enable Live Preview
☑ Show Developer tab in the Ribbon
☑ Always use ClearType
Color scheme: Blue
ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

User name:
Initials: MSOffice
Choose the languages you want to use with Microsoft Office:

Click on the **Resources** option (displayed down the left side of the dialog box). This will display the following.


Popular
Display
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources
Check for Updates
Diagnose
Contact Us
Activate
Go Online
About
OK
Cancel

Contact Microsoft, find online resources, and maintain health and reliability of your Microsoft Office programs.

get updates

Get the latest updates available for Microsoft Office.

run Microsoft Office Diagnostics

Diagnose and repair problems with your Microsoft Office programs.

contact us

Let us know if you need help, or how we can make Microsoft Office better.

activate Microsoft Office

Activation is required to continue using all the features in this product.

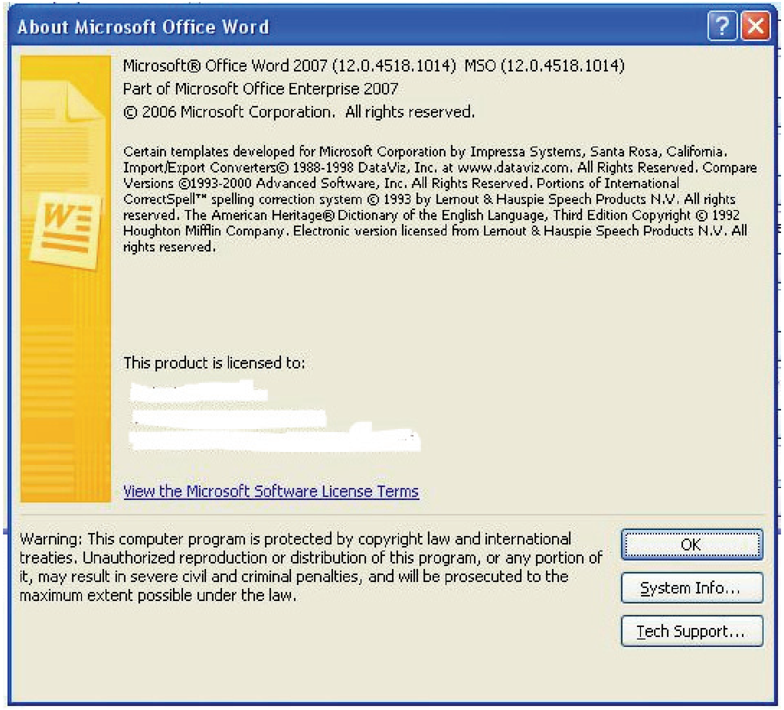
go to Microsoft Office Online

Get free product updates, help, and online services at Microsoft Office Online.

about Microsoft Office Word 2007

Microsoft® Office Word 2007 (12.0.6015.5000) MSO (12.0.6017.5000)

Click on the **About** button to the right of the **About Microsoft Office Word 2007** option. You will see the following.


About Microsoft Office Word
View the Microsoft Software License Terms
OK
System Info...
Tech Support...

Microsoft® Office Word 2007 (12.0.4518.1014) MSO (12.0.4518.1014)
Part of Microsoft Office Enterprise 2007
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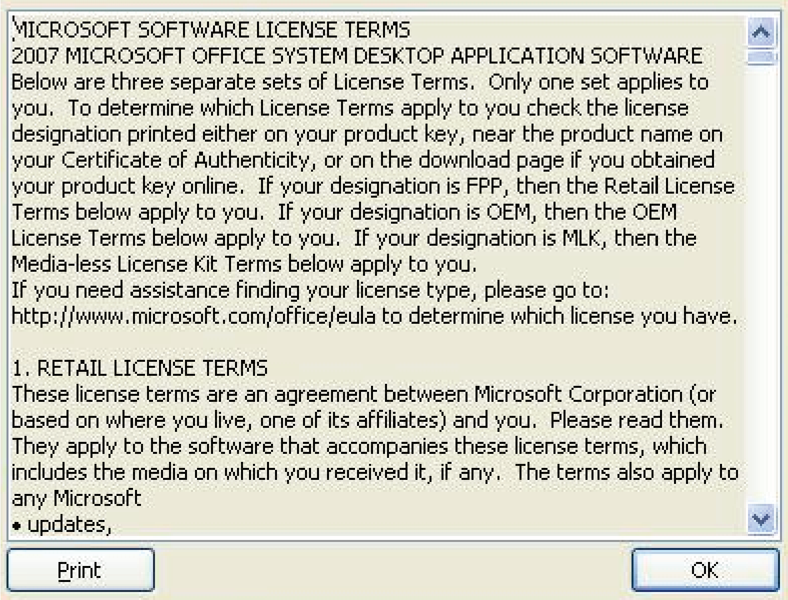

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It is important that you understand that there are different types of software licence agreements.
As well as tradition commercial agreements you need to understand the terms:
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What is shareware?
Shareware is software which is freely available and is designed to let you use the product free or charge, for a limited period while you decide if you like it or not. After this period, you must legally either remove it, or pay an amount to the producers of the product.

More information: http://shareware.cnet.com

What is freeware?
Some software is made freely available. Demonstration disks often come under this category. In addition, a lot of software is produced by the educational community and is made freely available. Always read any licences supplied with such software very carefully before use.

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Data Protection

Data Protection and Privacy Issues

If your computer system holds information about individuals, then you have a moral and legal duty to treat that information with respect. For instance if a police force computer is used by unscrupulous people to gain unauthorised information about a person's private life, that would be a clear breach of trust. In the same way doctors, government departments and credit agencies often hold vast amounts of information about the general public, which is both sensitive and private. In a free society you have the right to ensure that the information held about you is not abused. In many countries, this right is enshrined under data protection laws.

Data Protection Legislation

Some countries have laws while others have guidelines regarding data protection and privacy. Data protection laws can differ substantially between countries. Apart from a coverage for trade related data in the Copy Rights Act, 2000, at present there is no data protection legislation in Bangladesh. However, the government is actively proceeding towards introducing laws covering certain infringements and offences such as, hacking, unauthorized access to computer system, tampering with computer source documents, etc.

Data protection legislation relating to those who keep data (data controllers)

Personal data shall be obtained fairly and lawfully.
Personal data shall be processed fairly and lawfully.
Personal data shall be held specified and lawful purposes.
Personal data held will not be used or disclosed in any way that is incompatible with the purpose it was obtained, processed or stored.
Personal data must be adequate, relevant and not excessive in relation to the purpose it was obtained, processed or stored.
Personal data should be accurate and if necessary kept up to date.
Personal data should not be kept for longer than is necessary for the purpose it was obtained.
Where personal data held or processed by a third party computer bureau there should be appropriate security measures in place to prevent unauthorised access to the data.

Data protection legislation relating to individuals about whom data is stored (data subjects)

An individual is entitled to be known is a data user holds personal data about them.
An individual is entitled to access any personal data stored on a computer.
An individual is entitled to have any inaccurate data corrected or erased.

Abbreviations & Terminology

ITEM	MEANING
ADSL	Asymmetric Digital Subscriber Line
Bit	1 or 0 level of storage is called a bit
BPS	Bits Per Second
Byte	A measurement of storage capacity
CBT	Computer Based Training
CD	Compact Disk
CD-R	Compact Disk - Recordable
CD-ROM	Compact Disk - Read Only Memory
CPU	Central Processing Unit
DAT	Digital Audio Tape
DOS	Disk Operating System
DSL	Digital Subscriber Lines
DVD	Digital Versatile Disk
FTP	File Transfer Protocol
GByte	Gigabyte. A gigabyte consists of 1024 MBytes
GHz	Measurement of computer speed. Gigahertz
GUI	Graphical User Interface
Hz	Hertz (this is a measurement of frequency (i.e. speed).
IS	Information Systems
ISDN	Integrated Services Digital Network
IT	Information Technology
KByte	Kilobyte. A kilobyte (KB) consists of 1024 bytes.
LAN	Local Area Network
MByte	Megabyte. A megabyte (MB) is one million bytes
MHz	Million Hertz
PC	Personal Computer
PSTN	Public Switched Telephone Network
RAM	Random Access Memory
ROM	Read Only Memory
ROM-BIOS	Read Only Memory - Basic Input Output System
RSI	Repetitive Strain Injury
TByte	Terabyte. A terabyte (TB) is one million MBytes
UPS	Uninterruptible Power Supply
USB	Universal Serial Bus
VDU	Visual Display Unit
WAN	Wide Area Network
WWW	World Wide Web

Windows 10

TUTOR SETUP INFORMATION 6

THE WINDOWS 10 DESKTOP 7

- WHAT IS THE WINDOWS DESKTOP? 7
- DESKTOP ICONS 7
- MOVING DESKTOP ICONS 8
- WINDOWS TASKBAR 8
- SHOWING HIDDEN ICONS 8
- TASKBAR CLOCK 9
- CUSTOMIZING YOUR DESKTOP 10
- CUSTOMIZING THE DESKTOP BACKGROUND WALLPAPER PICTURE 11
- CUSTOMIZING THE DESKTOP BACKGROUND COLOR 12
- SETTING A SCREEN SAVER 14
- MODIFYING THE COMPUTER DATE AND TIME 19
- SETTING THE KEYBOARD LANGUAGE AND OTHER REGIONAL SETTINGS 22

MANIPULATING DESKTOP WINDOWS 25

- DRAG AND DROP 25
- SELECT, THEN MANIPULATE 25
- SINGLE CLICKING VS. DOUBLE CLICKING 25
- MOVING A WINDOW ON THE DESKTOP 25
- RESIZING A WINDOW, NARROWER OR WIDER 27
- RESIZING A WINDOW, TALLER OR SHORTER 27
- RESIZING A WINDOW IN TWO DIRECTIONS AT ONCE 27
- MAXIMIZING A WINDOW 28
- MINIMIZING A WINDOW 29
- CLOSING A WINDOW 29
- THE START BUTTON 30
- THE START MENU 30

APPLICATIONS & THE DESKTOP 32

- MULTITASKING 32
- STARTING APPLICATIONS 32
- FINDING APPLICATIONS SUCH AS WORDPAD 34
- USING PRINT SCREEN WITHIN WORDPAD 36
- IDENTIFYING THE PARTS OF AN APPLICATION WINDOW 36
- TITLE BAR 37
- THE RIBBON 37
- RIBBON TABS 38
- STATUS BAR 39
- NOTEPAD 39
- CONTROL PANEL 41
- SWITCHING BETWEEN PROGRAM WINDOWS 43
- CASCADING WINDOWS 43
- DISPLAYING WINDOWS SIDE BY SIDE 44
- INSTALLING PROGRAMS 46
- REMOVING A PROGRAM 46
- SHUTTING DOWN THE COMPUTER 48
- RESTARTING THE COMPUTER 48

HELP IN WINDOWS 10 49

USING THE SEARCH FOR HELP BOX 49
DISPLAYING BASIC INFORMATION ABOUT YOUR PC 50

FILE EXPLORER 53

WHAT ARE FILES? 53
WHAT ARE FOLDERS? 53
TYPES OF DRIVE AND DRIVE LETTERS 53
OPENING THE WINDOWS FILE EXPLORER PROGRAM 54
DISPLAYING OR HIDING THE RIBBON 56
THE FILE EXPLORER WINDOW 57
FILE EXPLORER - FOLDERS 58
FILE EXPLORER - DEVICES 58
FILE EXPLORER – NETWORK LOCATIONS 59
FILE EXPLORER - DOWNLOADS 59
FILE EXPLORER - DESKTOP 60
FILE EXPLORER – ONEDRIVE 60
FILE EXPLORER – HOMEGROUP 61
FILE EXPLORER – THIS PC 62
DISPLAYING THE CONTENTS OF A PARTICULAR FOLDER 63
CHANGING THE VIEW WITHIN THE FILE EXPLORER 66
CHANGING THE SORT ORDER IN DETAILS VIEW 68
DRIVES, FOLDERS AND FILES 72
DATA STORAGE DEVICES 72
FILE SIZES AND DISK STORAGE CAPACITIES 72

MANIPULATING FOLDERS 74

CREATING A FOLDER 74
CREATING A SUB-FOLDER 77
FILE NAMING ISSUES 81
RENAMING A FOLDER 81
DELETING A FOLDER 83
DISPLAYING FOLDER DETAILS 84

MANIPULATING FILES 86

FILE TYPES 86
SELECTING MULTIPLE FILES 88
COUNTING FILES IN A FOLDER 93
FILE ATTRIBUTES 95
RENAMING FILES 98
DELETING FILES 100
RESTORING ITEMS FROM THE RECYCLE BIN 101
EMPTYING THE RECYCLE BIN 102
PERMANENTLY DELETING A FILE (BYPASSING THE RECYCLE BIN) 103
SOMETIMES DELETED FILES ARE TOO LARGE TO BE RECYCLED 103
THE WINDOWS CLIPBOARD 103
MOVING FILES BETWEEN FOLDERS 103
COPYING FILES BETWEEN FOLDERS 106
BACKUPS 108
REMOVABLE MEMORY STICKS - AUTOPLAY 109
BACKING UP DATA TO A REMOVABLE DRIVE 110
SAFELY EJECTING A MEMORY STICK 111
WHAT IS FILE COMPRESSION? 112
COMPRESSING FILES 112

EXTRACTING COMPRESSED FILES 117

SEARCHING....118

SEARCHING FOR APPLICATIONS (PROGRAMS)....118
SEARCHING FOR FILES ON YOUR HARD DISK 120
SEARCHING BY FILE SIZE....122
SEARCHING BY KIND 125
SEARCHING BY FILE CONTENT 128

PRINTING ISSUES....131

VIEWING THE PRINTERS THAT ARE AVAILABLE TO YOUR PC....131
SETTING THE DEFAULT PRINTER....132
INSTALLING A NEW PRINTER....133
REMOVING A PRINTER....135
PRINTING FROM AN APPLICATION 135

VIRUSES, SPYWARE AND COOKIES....136

COMPUTER VIRUSES....136
SPYWARE 136
COOKIES....136
VIRUS CHECKING PROGRAMS 136
SCANNING FOR VIRUSES....137
UPDATING ANTI-VIRUS PROGRAMS 137

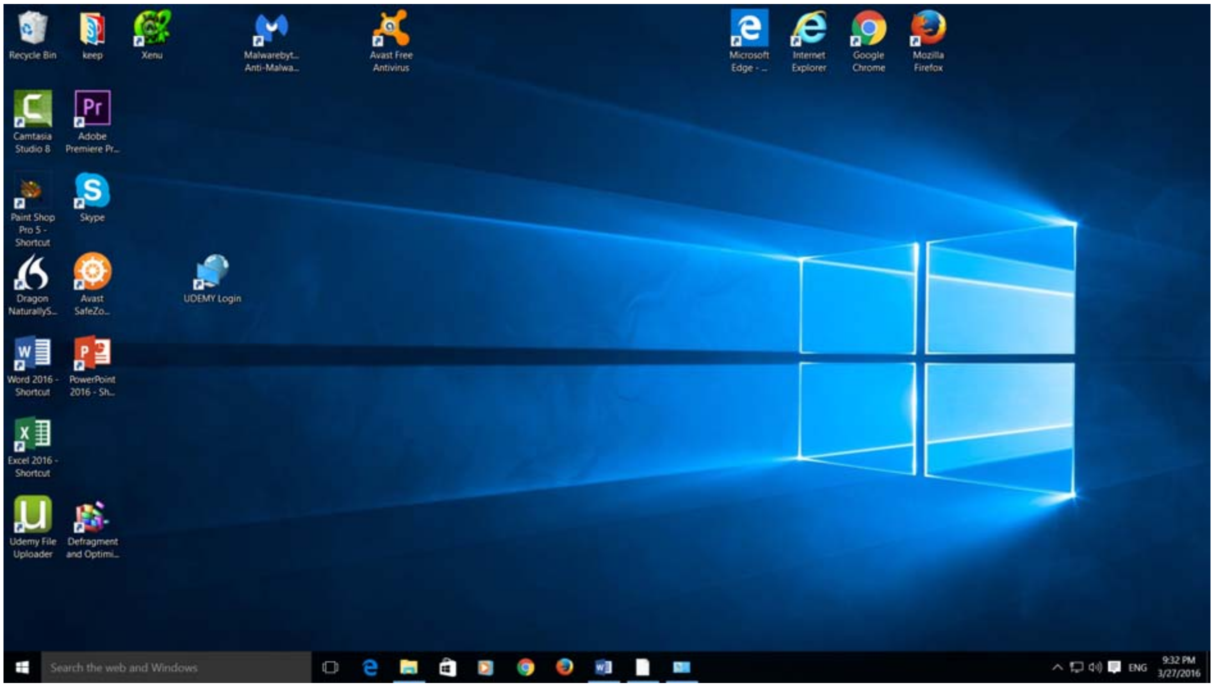
Tutor Setup Information

- Copy the folder called **Windows 10 Foundation** (containing the sample files & folders) to the **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

The Windows 10 Desktop

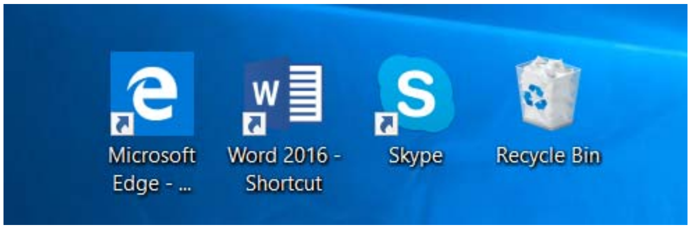
What is the Windows Desktop?

- Normally when you start your computer with Windows 10 installed on it, you will see the Windows Desktop screen displayed.


Recycle Bin
keep
Xenu
Malwarebyt... Anti-Malwa...
Avast Free Antivirus
Microsoft Edge - ...
Internet Explorer
Google Chrome
Mozilla Firefox
Camtasia Studio 8
Adobe Premiere Pr...
Paint Shop Pro 5 - Shortcut
Skype
Dragon NaturallyS...
Avast SafeZo...
UDEMY Login
Word 2016 - Shortcut
PowerPoint 2016 - Sh...
Excel 2016 - Shortcut
Udemy File Uploader
Defragment and Optimi...
Search the web and Windows
ENG
9:32 PM
3/27/2016

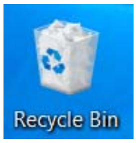
Desktop icons

- The icons you see on the Windows Desktop will vary from one computer to another, depending on who installed and customized the Windows installation. As a user of Windows, you can add, remove and move icons on the Desktop. Typically, the Desktop will look something like this.


Microsoft Edge - ...
Word 2016 - Shortcut
Skype
Recycle Bin

Moving Desktop icons

- Click once on the **Recycle Bin** icon, to select it.



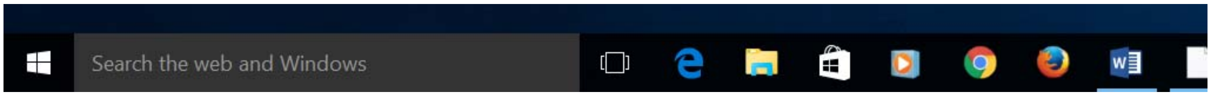
- Make sure that the mouse pointer is pointing to the **Recycle Bin** icon. Press down the mouse button and while keeping it pressed move the mouse pointer to a different position on the Desktop. When you release the mouse button, the icon will have moved.

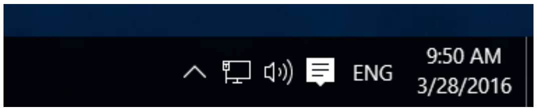
  You would use exactly the same technique to move any other icons that are displayed on your Desktop.

  TIP: The Recycle Bin is used as a temporary store for files that you delete. More about all this later!

Windows Taskbar

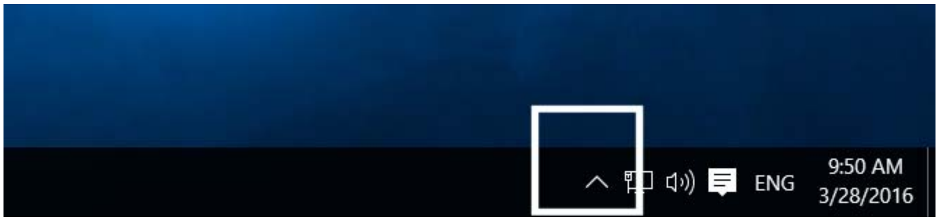
- The Windows Taskbar is the bar normally displayed across the bottom of your Windows screen. It contains a number of important items, such as the Start button, icon representation of running programs and a clock at the right edge.



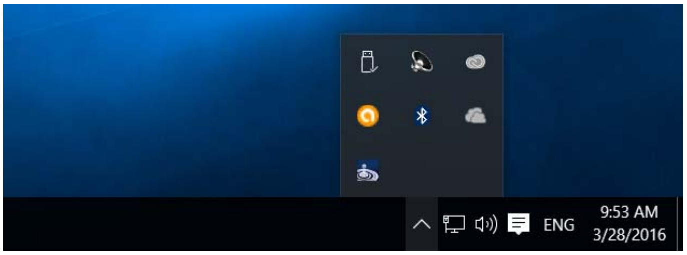


Showing Hidden Icons

- Within the Taskbar along the bottom of the screen, you will see the **Show Hidden Icons** control displayed to the right of the screen.



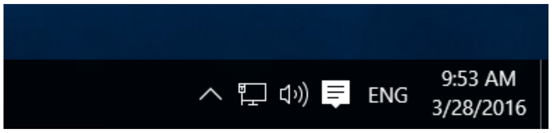
- Clicking on this control will display more icons that you can click on.


ENG
9:53 AM
3/28/2016

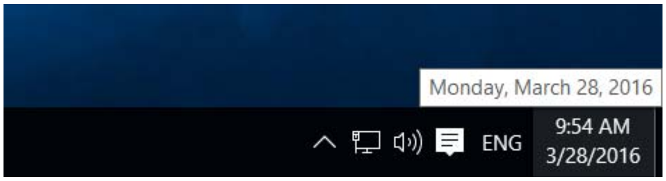
- This control allows you access to icons that may occasionally be of use, without cluttering up the Taskbar. Try clicking on any icons that are displayed in the pop-up list.

Taskbar clock

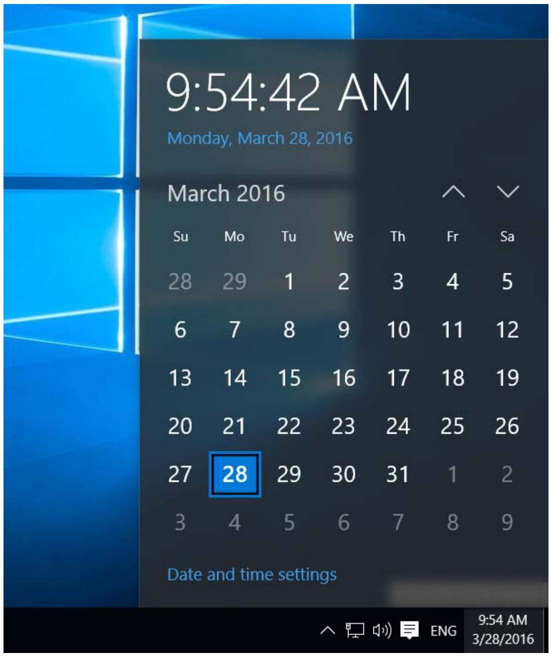
- Located at the right edge of the Taskbar.


ENG
9:53 AM
3/28/2016

- If you move the mouse pointer over the time display (and wait a short time) you will see the date displayed, as illustrated.


Monday, March 28, 2016
ENG
9:54 AM
3/28/2016

- Clicking on the time display will display a calendar, as illustrated.



9:54:42 AM

Monday, March 28, 2016

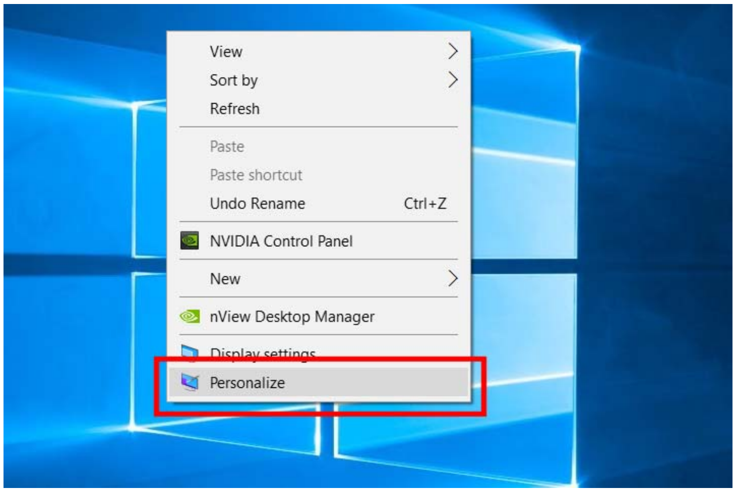
March 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

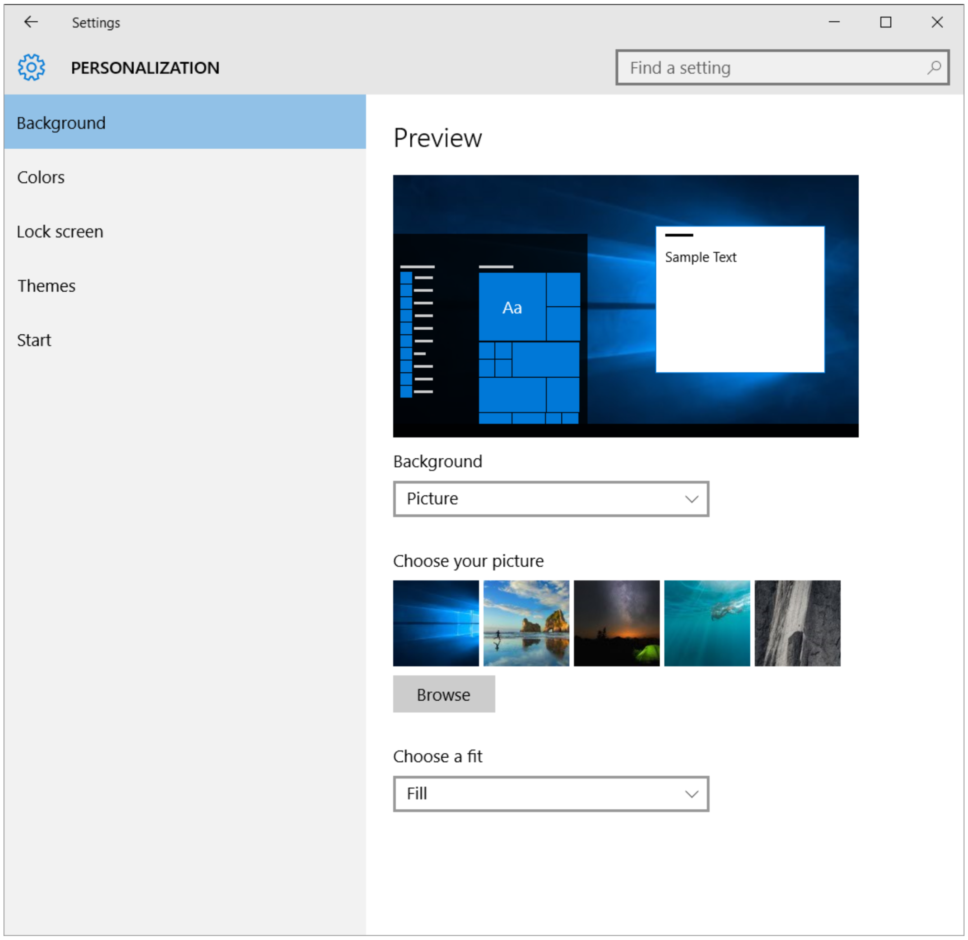
Date and time settings
ENG
9:54 AM
3/28/2016

Customizing your Desktop

- **Right click** on an empty part of the Desktop and you will see a pop-up menu, as illustrated.


View
Sort by
Refresh
Paste
Paste shortcut
Undo Rename Ctrl+Z
NVIDIA Control Panel
New
nView Desktop Manager
Display settings
Personalize

- From the pop-up menu click on the **Personalize** command. This will display a dialog box, as illustrated below.


Settings
PERSONALIZATION
Find a setting
Background
Colors
Lock screen
Themes
Start
Preview
Aa
Sample Text
Browse

Background: Picture

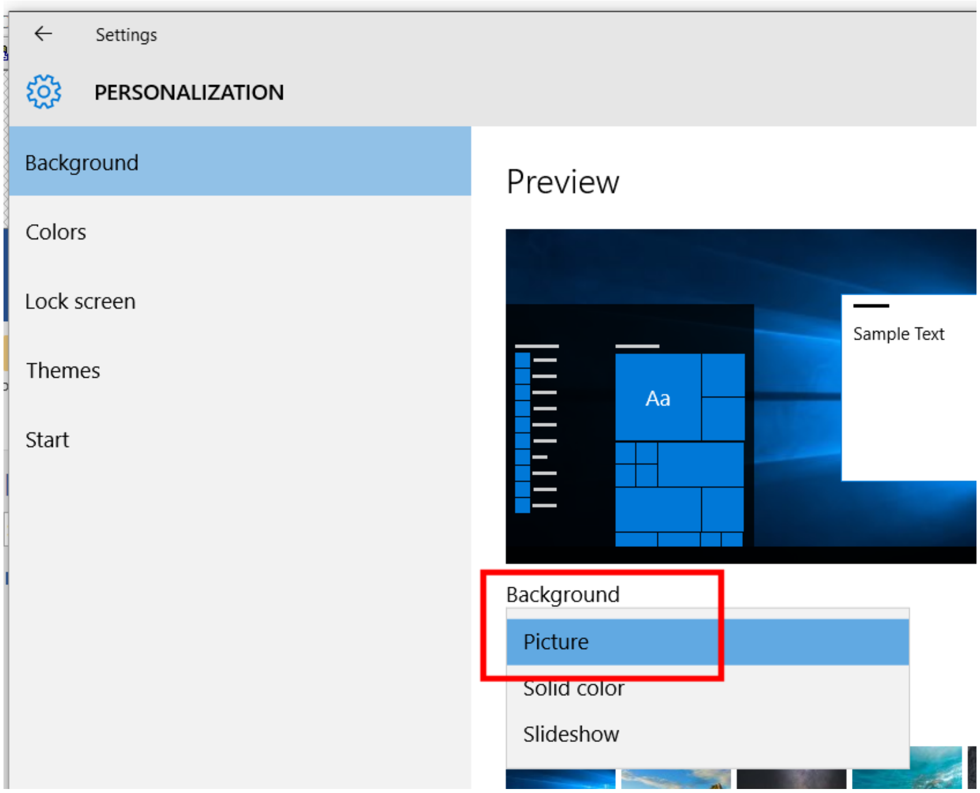
Choose your picture

Choose a fit: Fill

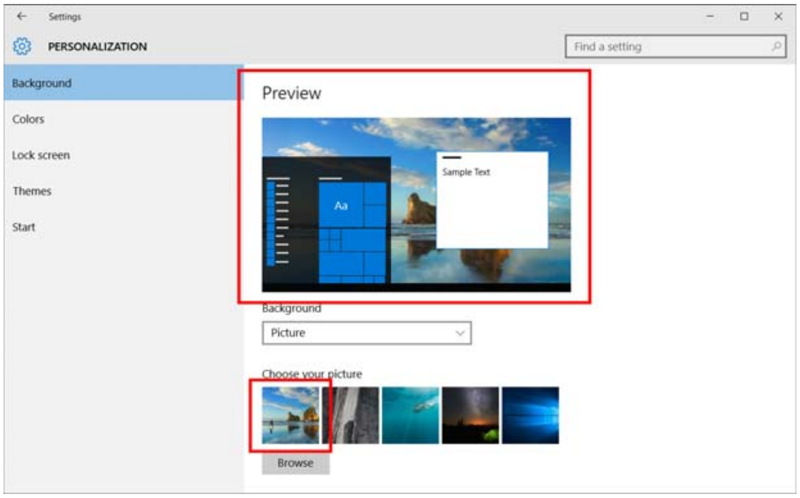
- You can use this dialog box to customize elements of your computer system.
- Take a few moments to investigate some of the options displayed on this page.

Customizing the Desktop background wallpaper picture

- Click on the **Background** button. To see some pictures, click on the down arrow next to the **Picture** section of the dialog box.


Settings
PERSONALIZATION
Background
Colors
Lock screen
Themes
Start
Preview
Sample Text
Aa
Background
Picture
Solid color
Slideshow

- Select a picture of your choice. Remember that you can scroll down to see more pictures.

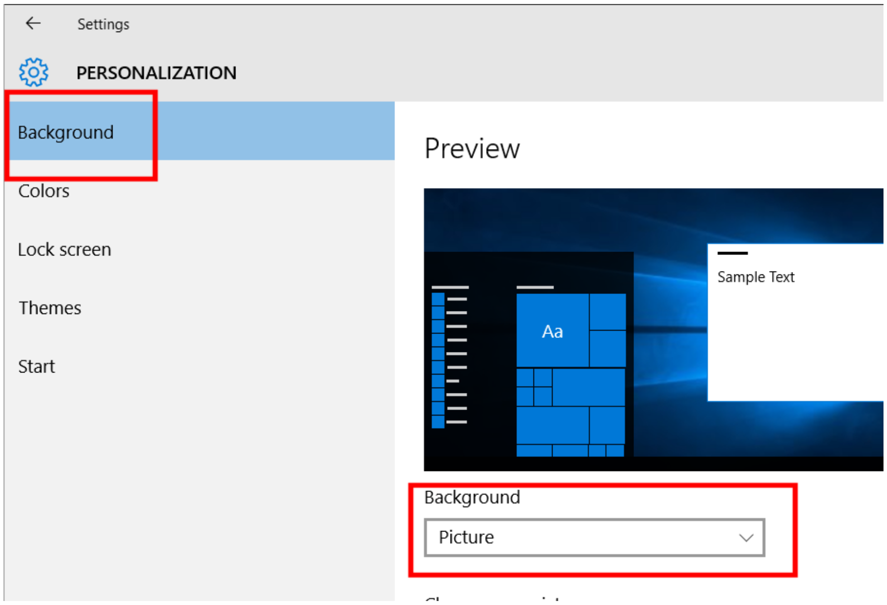

Settings
PERSONALIZATION
Find a setting
Background
Colors
Lock screen
Themes
Start
Preview
Aa
Sample Text
Background
Picture
Choose your picture
Browse

- Close any open windows.

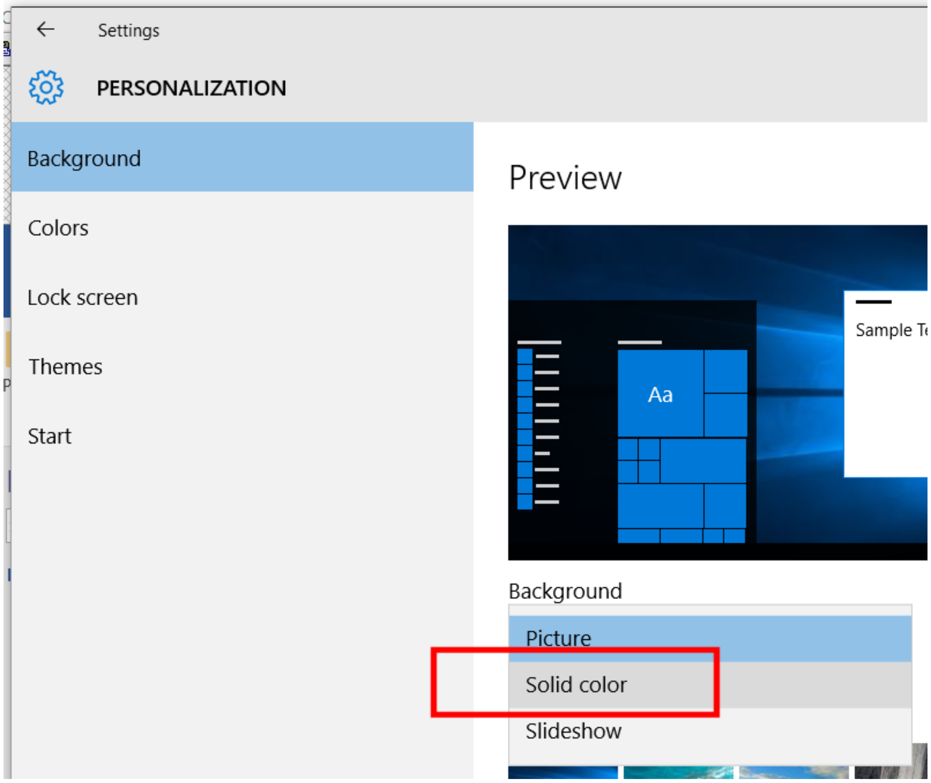
Customizing the Desktop background color

- Display the **Personalization** window.

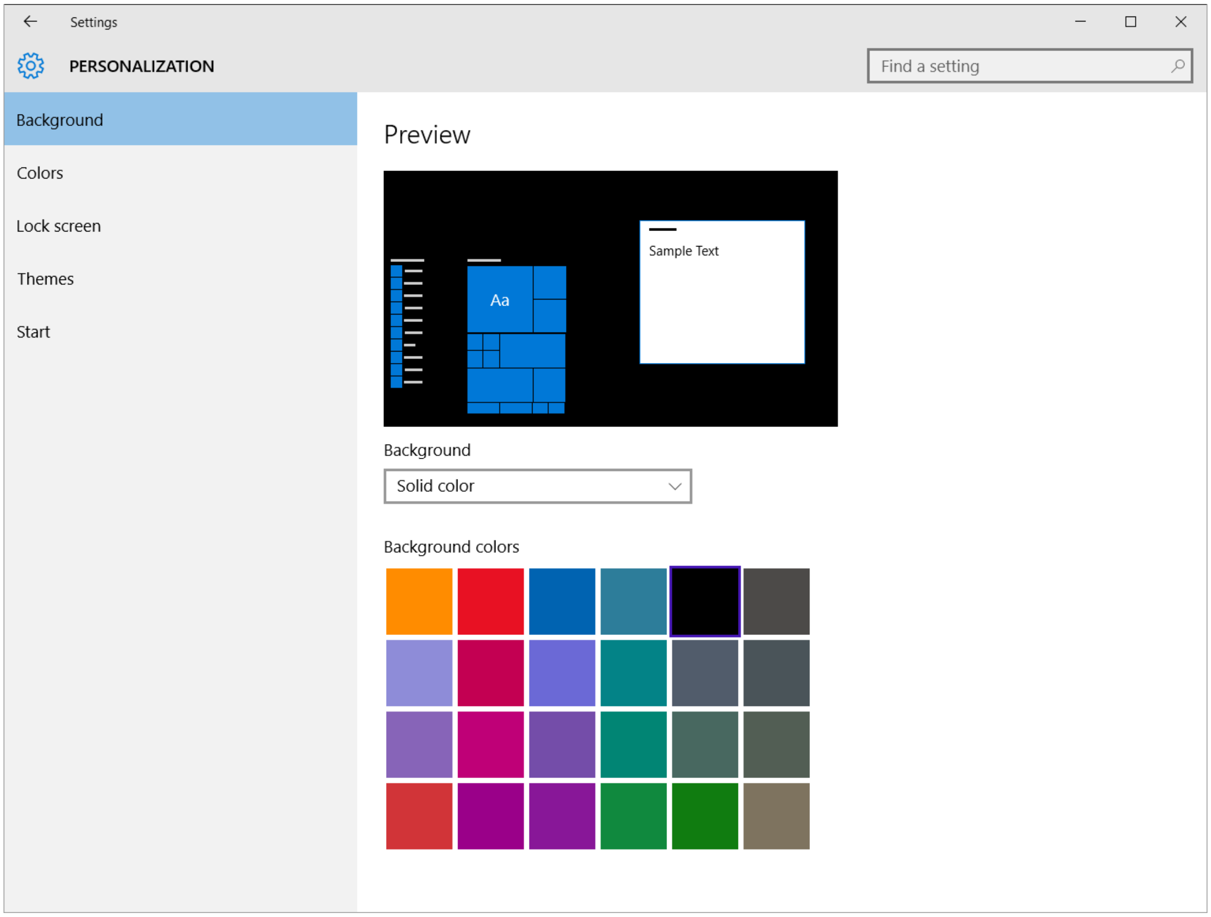
- Click on the **Background** item.


Settings
PERSONALIZATION
Background
Colors
Lock screen
Themes
Start
Preview
Sample Text
Aa
Background
Picture

- You will see the following dialog box displayed. Click on the **down arrow** to the right of the **Picture** section. You will see a drop down list displayed. Click on **Solid Colors**.


Settings
PERSONALIZATION
Background
Colors
Lock screen
Themes
Start
Preview
Sample Te
Aa
Background
Picture
Solid color
Slideshow

- The dialog box will then change to display a range of colors, rather than pictures.


Settings
PERSONALIZATION
Find a setting
Background
Colors
Lock screen
Themes
Start
Preview
Aa
Sample Text
Background colors

Background: Solid color

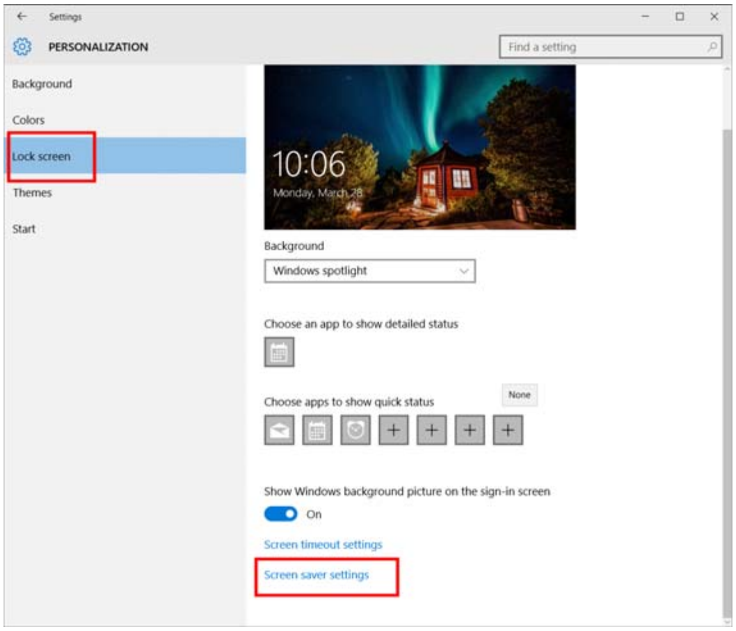
- Click on a color to select a color.

  TIP: When you click on a color you will see a preview of that color applied to your background.

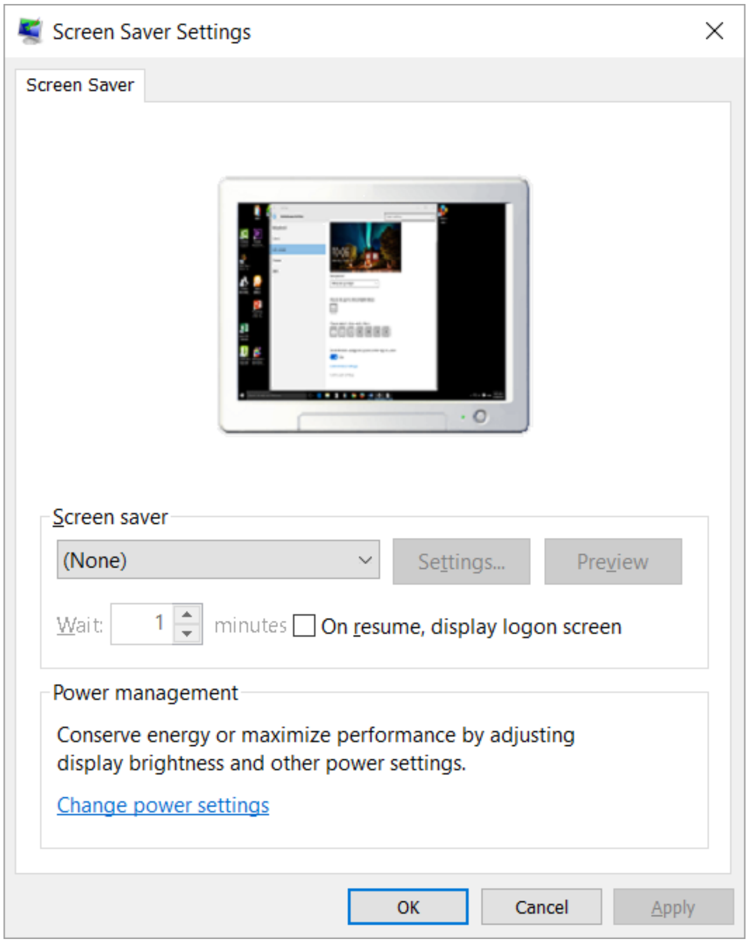
- Close the Personalization window.

Setting a screen saver

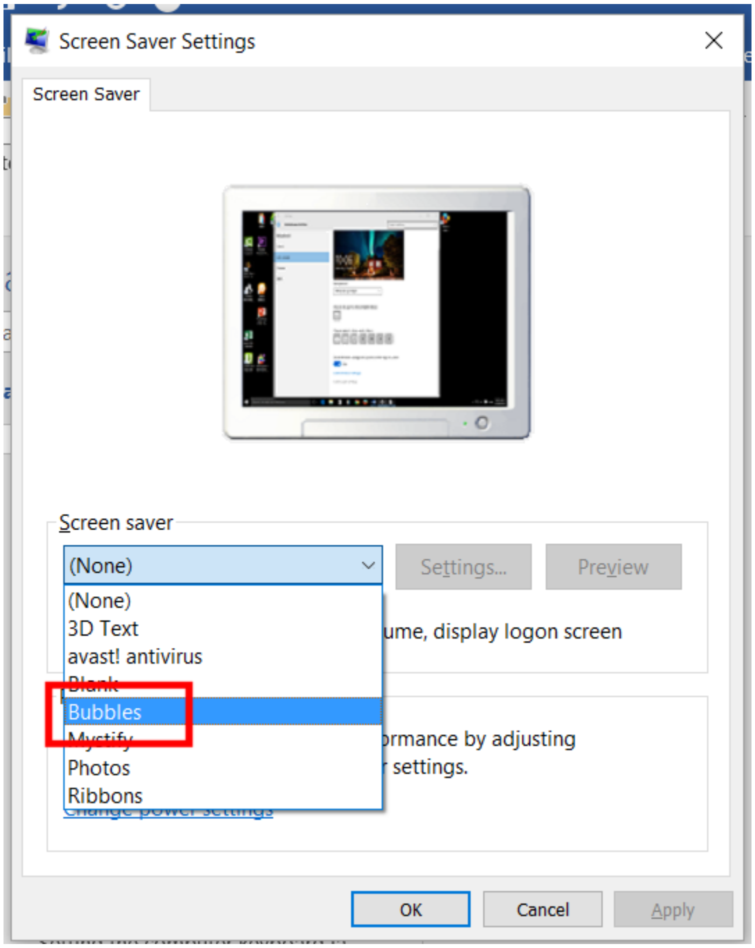
- Display the **Personalization** window.
- Click on the **Lock Screen** item.


Settings
PERSONALIZATION
Find a setting
Background
Colors
Lock screen
Themes
Start
10:06
Monday, March 28
Background
Windows spotlight
Choose an app to show detailed status
Choose apps to show quick status
None
Show Windows background picture on the sign-in screen
On
Screen timeout settings
Screen saver settings

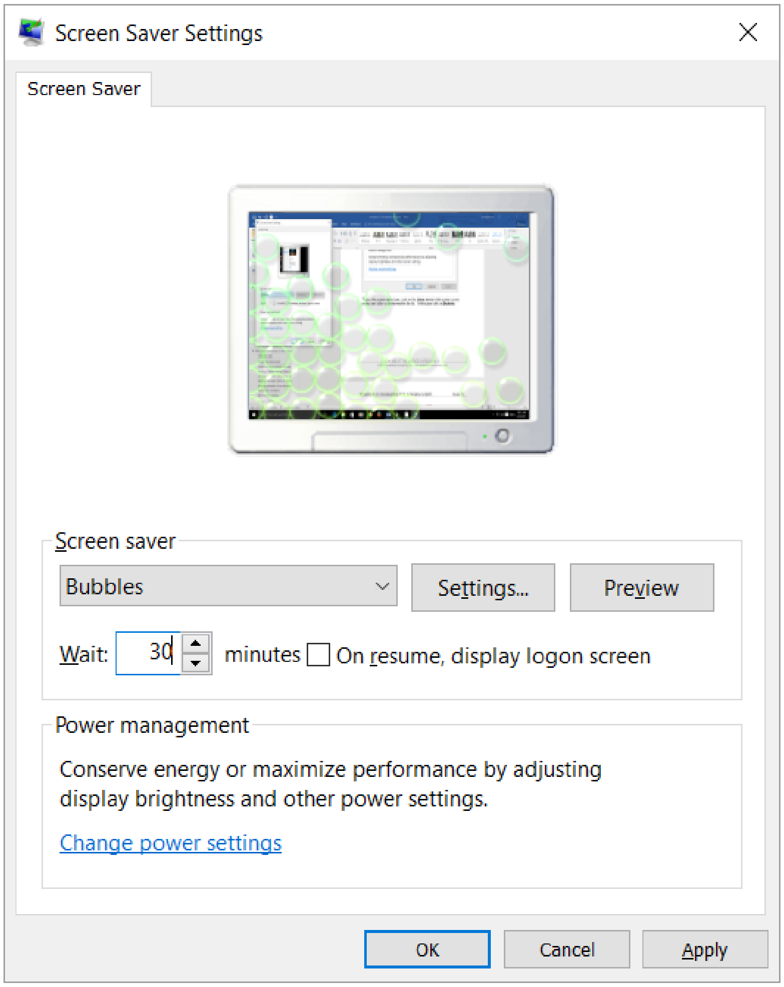
- You will see the **Screen Saver Settings** link towards the bottom of the screen. Click on the **Screen Saver** link.


Screen Saver Settings
Screen Saver
Screen saver
(None)
Settings...
Preview
Wait: 1 minutes
☐ On resume, display logon screen
Power management
Conserve energy or maximize performance by adjusting display brightness and other power settings.
Change power settings
OK
Cancel
Apply

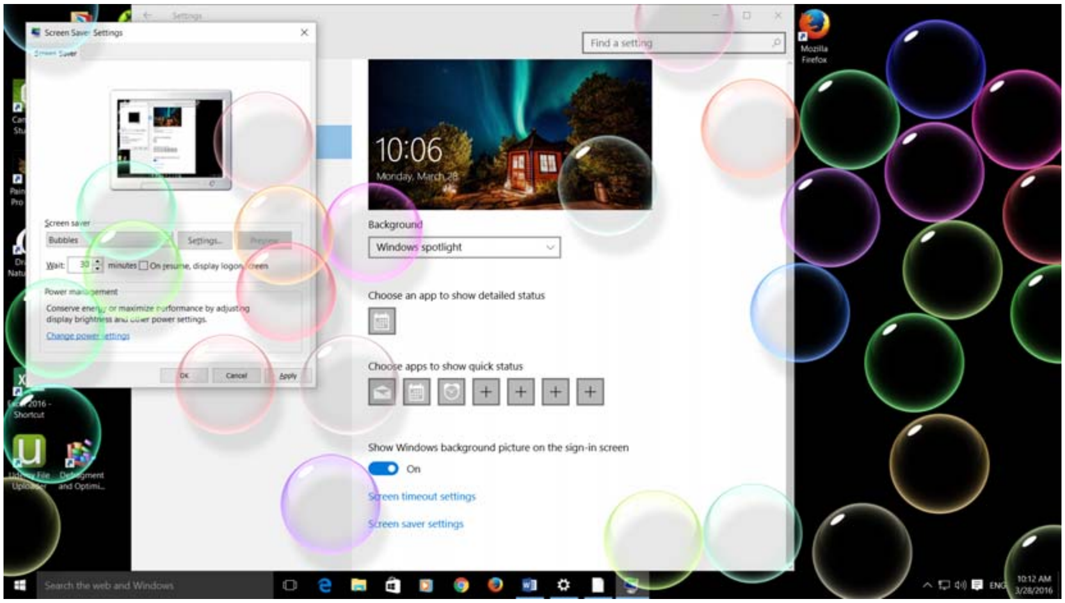
- To pick the screen saver type, click on the **down arrow** in the screen saver section and click on an item within the list. In this case click on **Bubbles**.


Screen Saver Settings
Screen Saver
Screen saver
(None)
Settings...
Preview
(None)
3D Text
avast! antivirus
Blank
Bubbles
Mystify
Photos
Ribbons
ume, display logon screen
ormance by adjusting
r settings.
Change power settings
OK
Cancel
Apply

- Within the **Wait** section, click on the **up** or **down** arrows to set the time interval of inactivity before the screen saver kicks in.


Screen Saver Settings
Screen Saver
Screen saver
Bubbles
Settings...
Preview
Wait: 30 minutes
☐ On resume, display logon screen
Power management
Conserve energy or maximize performance by adjusting display brightness and other power settings.
Change power settings
OK
Cancel
Apply

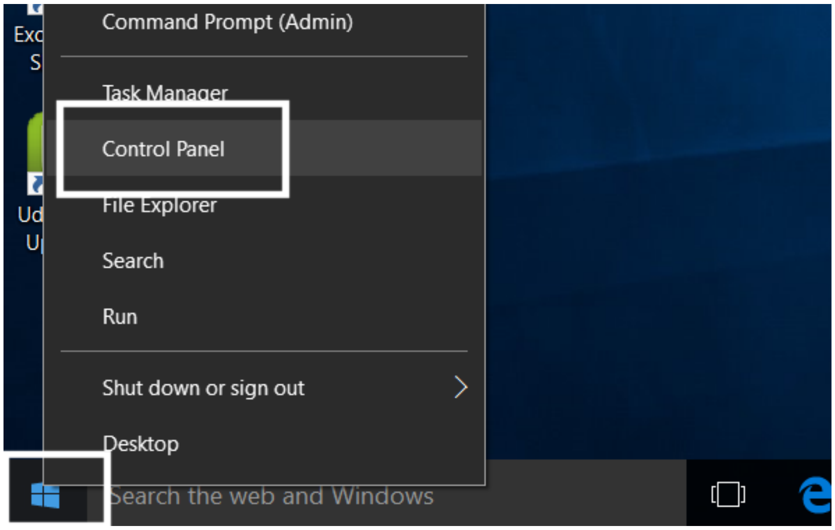
- Click on the **Preview** button to preview the effect of the screen saver. You will see an interesting bubbles effect.


Screen Saver Settings
Screen Saver
Screen saver
Bubbles
Settings...
Preview
Wait: 30 minutes
On resume, display logon screen
Power management
Conserve energy or maximize performance by adjusting display brightness and other power settings.
Change power settings
OK
Cancel
Apply
Settings
Find a setting
10:06
Monday, March 28
Background
Windows spotlight
Choose an app to show detailed status
Choose apps to show quick status
Show Windows background picture on the sign-in screen
On
Screen timeout settings
Screen saver settings
Search the web and Windows
10:12 AM
3/28/2016

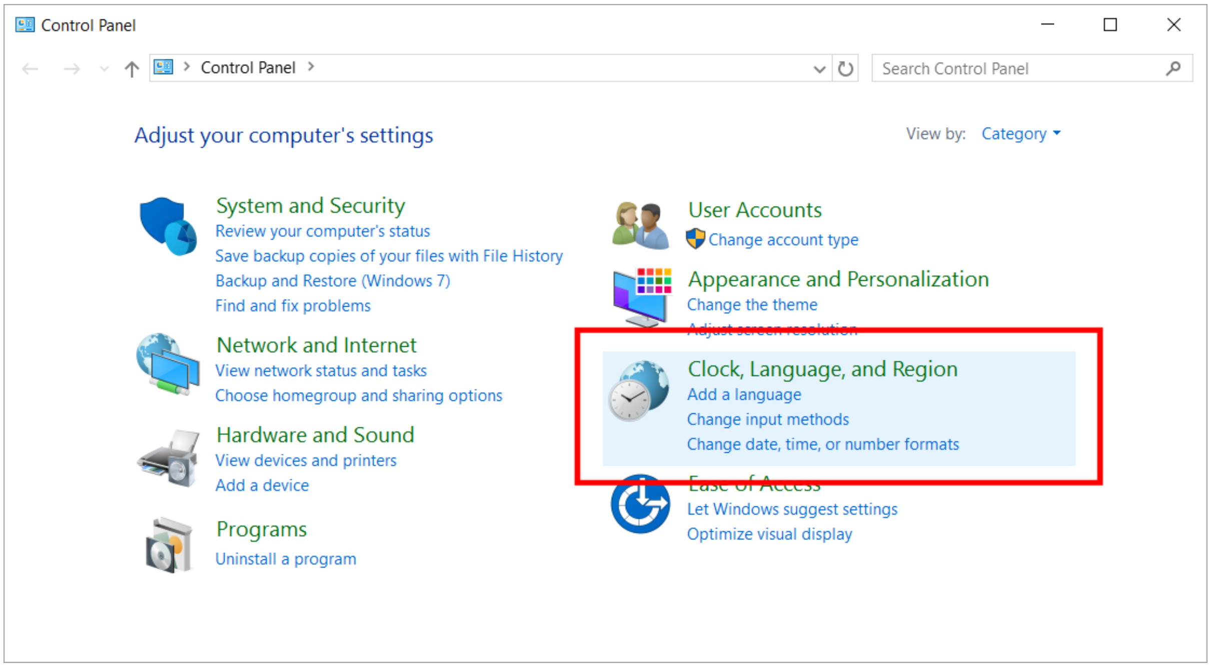
- Click on the **OK** button to apply the effects and close the dialog box.
- Close the **Personalization** window.

Modifying the computer date and time

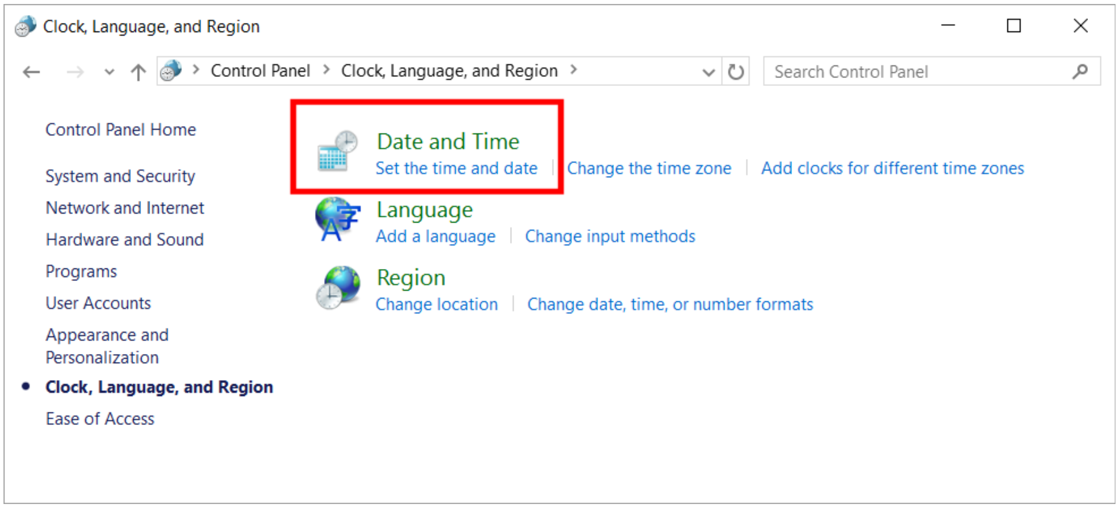
- Right click on the **Start** button and from the popup menu displayed click on **Control Panel**.


Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Search the web and Windows

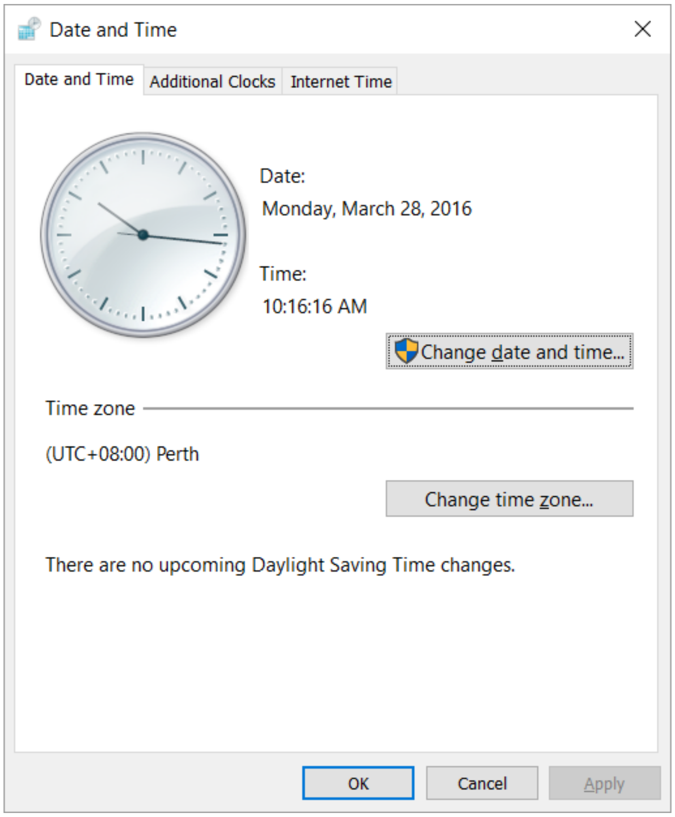
- The **Control Panel** will look like this.


Control Panel
Control Panel >
Search Control Panel
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalization
Change the theme
Adjust screen resolution
Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats
Ease of Access
Let Windows suggest settings
Optimize visual display

- Click on the **Clock, Language, and Region** command. You will see the following.


Clock, Language, and Region
Control Panel > Clock, Language, and Region >
Search Control Panel
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Date and Time
Set the time and date
Change the time zone
Add clocks for different time zones
Language
Add a language
Change input methods
Region
Change location
Change date, time, or number formats

- To set the date and time, click on the **Date and Time** command. This will display the **Date and Time** dialog box, allowing you to change the date or time.


Date and Time
Date and Time
Additional Clocks
Internet Time
Change date and time...
Change time zone...
OK
Cancel
Apply

Date:
Monday, March 28, 2016

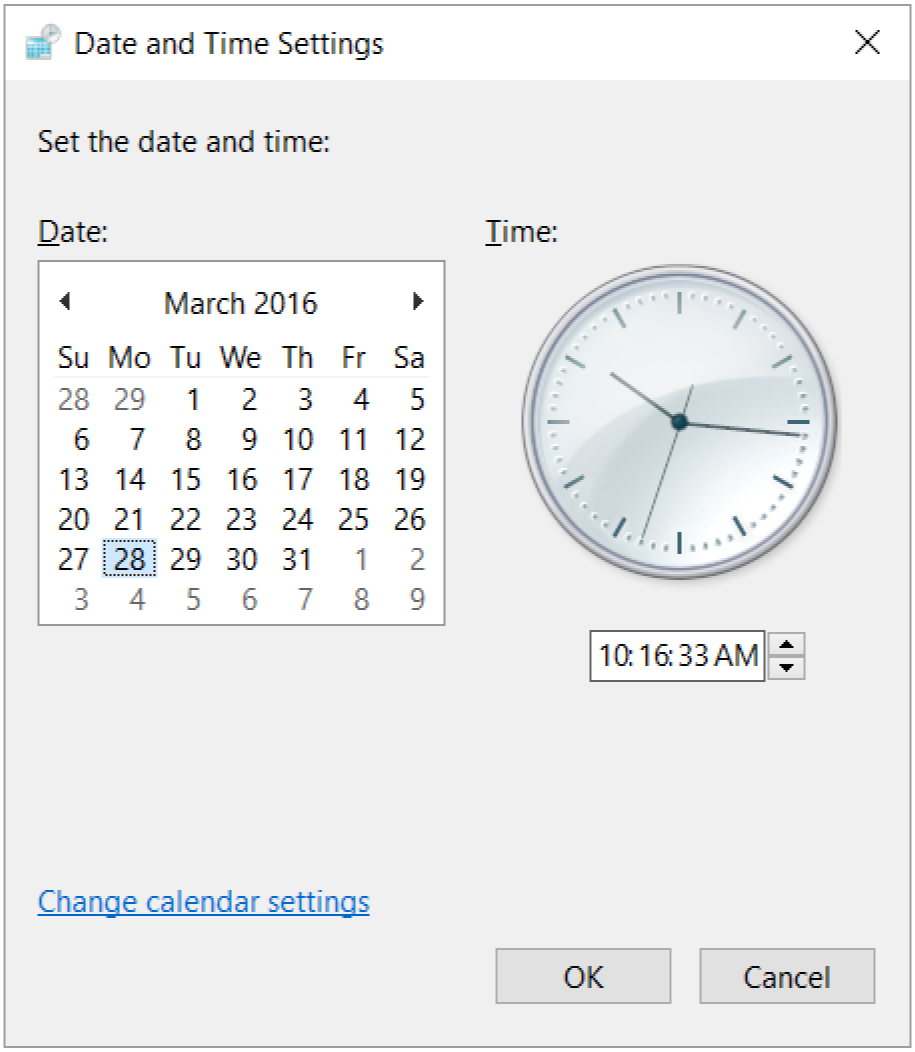
Time:
10:16:16 AM

Time zone

(UTC+08:00) Perth

There are no upcoming Daylight Saving Time changes.

- Click on the **Change date and time** button. You can use the controls to change the date and time as required.



Date and Time Settings

Set the date and time:

Date:

March 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Time: 10:16:33 AM

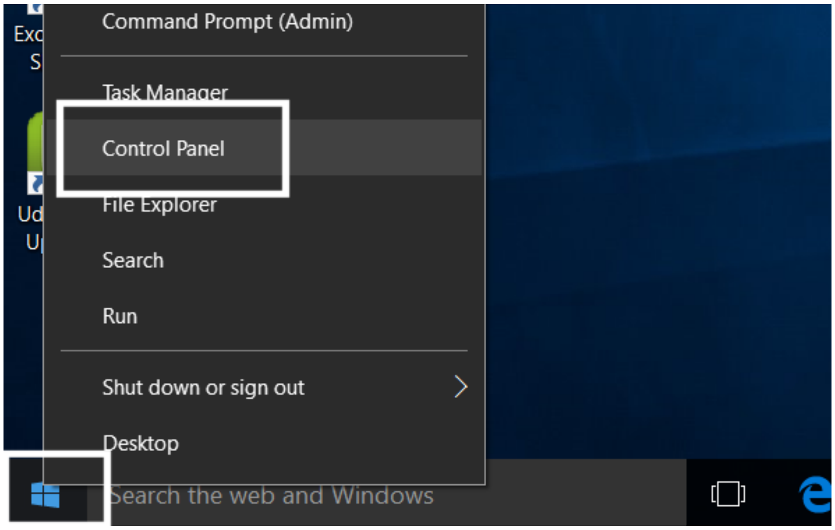
- Click on the **OK** button to close the dialog box.

  TIP: Once changed, the new date and time will be remembered by the computer. In most areas of the world Windows will change the time automatically if the time is moved forward or backward as a result of daylight saving time adjustments.

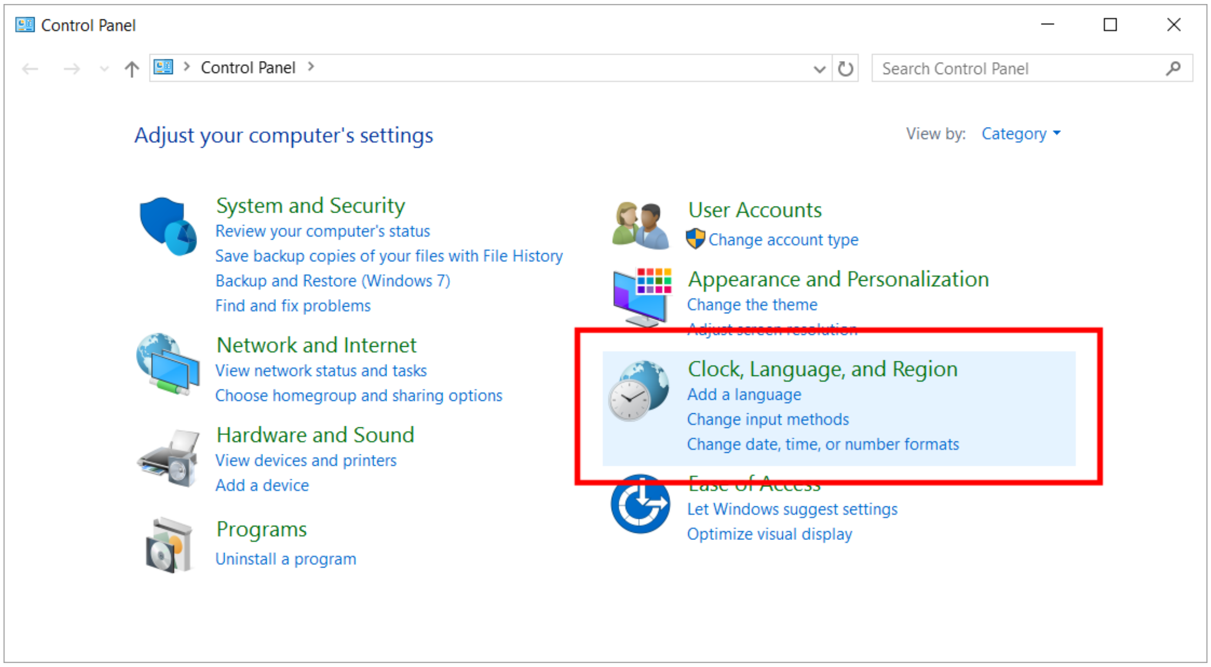
- Click on the **OK** button to close the **Date and Time** dialog box.
- If still open, close the Control Panel.

Setting the keyboard language and other regional settings

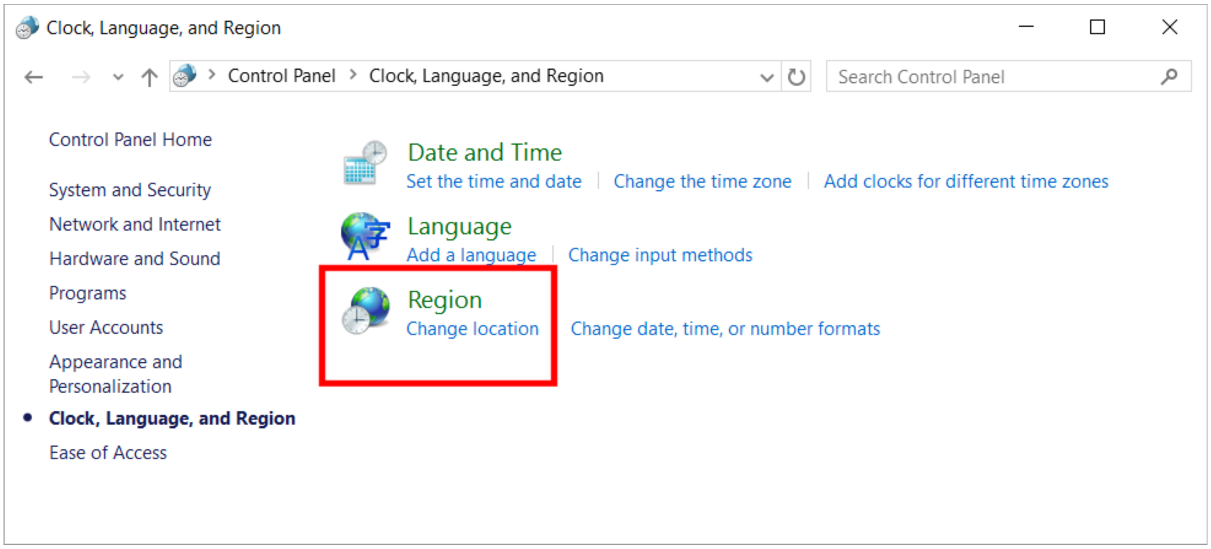
- **Right click** on the **Start** button and from the popup menu displayed click on **Control Panel**.


Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Search the web and Windows

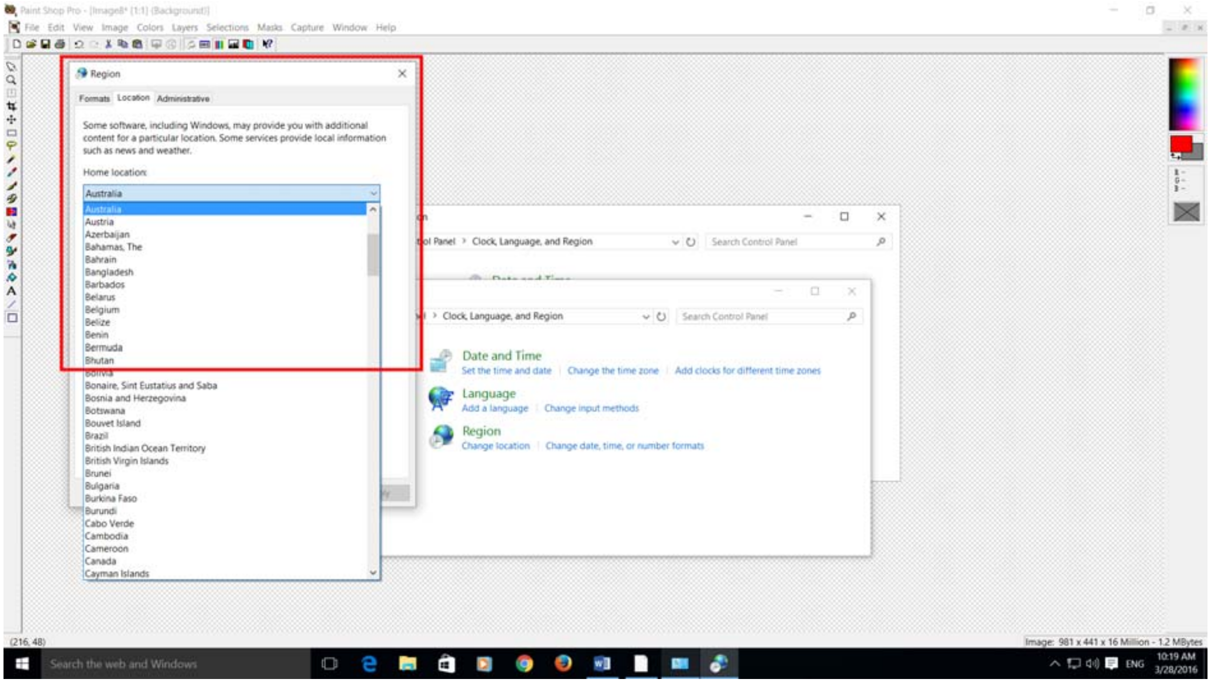
- The **Control Panel** will look like this. Click on the **Clock, Language, and Region** link.


Control Panel
Control Panel
Search Control Panel
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalization
Change the theme
Adjust screen resolution
Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats
Ease of Access
Let Windows suggest settings
Optimize visual display

- The **Clock, Language, and Region** dialog box will be displayed.


Clock, Language, and Region
Control Panel > Clock, Language, and Region
Search Control Panel
Control Panel Home
System and Security
Network and Internet
Hardware and Sound
Programs
User Accounts
Appearance and Personalization
Clock, Language, and Region
Ease of Access
Date and Time
Set the time and date
Change the time zone
Add clocks for different time zones
Language
Add a language
Change input methods
Region
Change location
Change date, time, or number formats

- Click on the **Change location** link. If necessary you can click on the **down arrow** to display a list of countries, from which you can pick your particular country.


Paint Shop Pro - [Image8* [1:1] (Background)]
File Edit View Image Colors Layers Selections Masks Capture Window Help
Region
Formats
Location
Administrative

Some software, including Windows, may provide you with additional content for a particular location. Some services provide local information such as news and weather.

Home location: Australia

Australia
Austria
Azerbaijan
Bahamas, The
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bonaire, Sint Eustatius and Saba
Bosnia and Herzegovina
Botswana
Bouvet Island
Brazil
British Indian Ocean Territory
British Virgin Islands
Brunei
Bulgaria
Burkina Faso
Burundi
Cabo Verde
Cambodia
Cameroon
Canada
Cayman Islands
Clock, Language, and Region
Search Control Panel
Date and Time
Set the time and date
Change the time zone
Add clocks for different time zones
Language
Add a language
Change input methods
Region
Change location
Change date, time, or number formats
Search the web and Windows
ENG
10:19 AM
3/28/2016

- Close any open dialog boxes or windows.

Manipulating Desktop Windows

Drag and drop

- The concept of selecting an item (such as a window's Title Bar), and then moving it while keeping the mouse button pressed is often called ‘dragging’ or ‘drag and drop’. It is called this because you drag an item to a new location, and then drop it at the new location.

Select, then manipulate

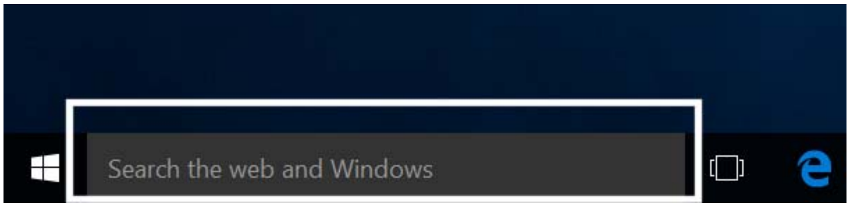
- When doing something within Windows 10, you normally have to select an item (such as the Title Bar within a window) and once selected you can manipulate whatever it was you selected. This is a very important concept to remember. You need to select an item to tell Windows 10 what item you are interested in, before you can manipulate it. This idea is fundamental to using Windows 10. For instance, later we will see that if you wish to format your text, you need to select a portion of text and then apply the formatting. In a different context later on when you want to move a file on your hard disk from one place to another, you need to select the file first, and then move it.

Single clicking vs. double clicking

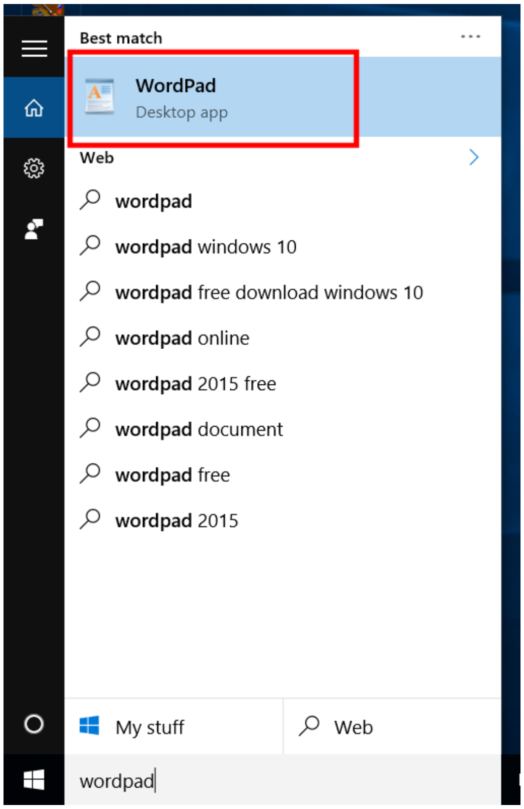
- Normally you click on an item to select it. This is a single click using the left mouse button. Once selected you can often double click on the selected item to open or run the item that was selected.

Moving a window on the Desktop

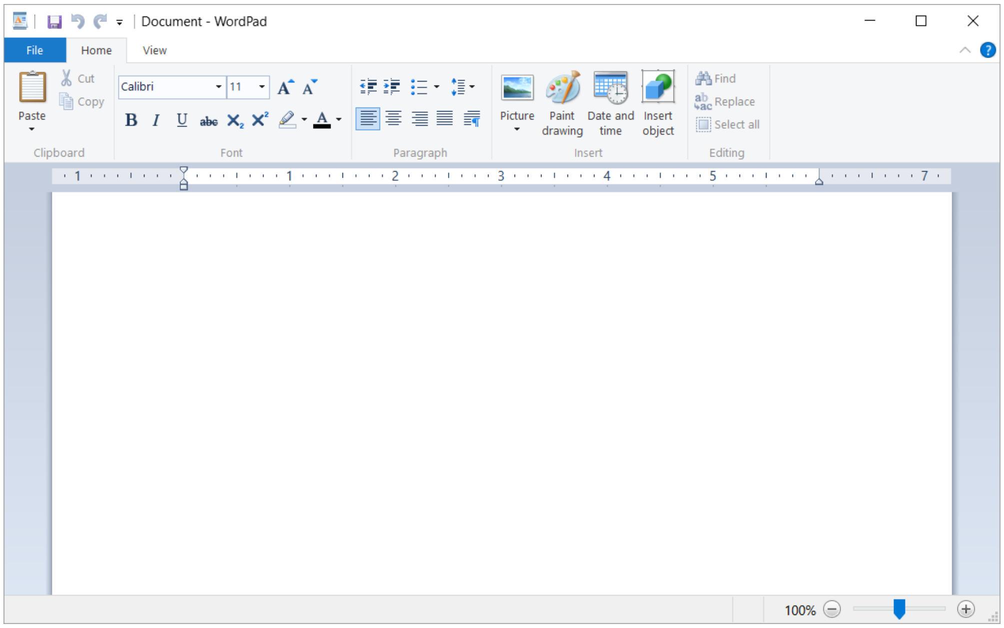
- Display the Windows Desktop.
- You need to open a program window so that you can get some practice manipulating a window on the Desktop. To do this click within the search box, (bottom-left of your screen).



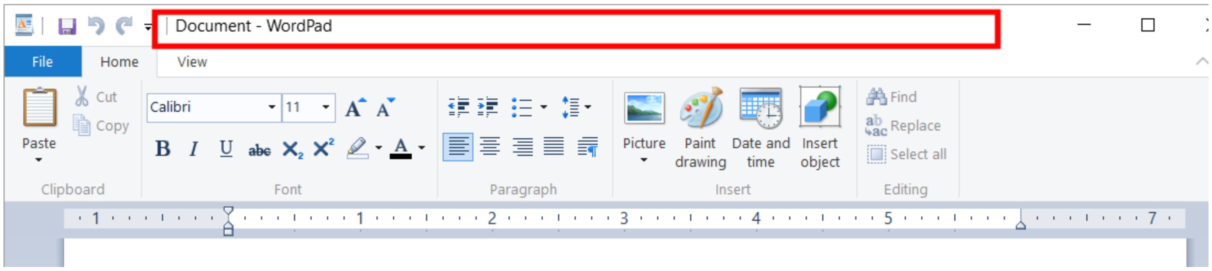
- Type in the word **WordPad**. You will see the following.


Best match
WordPad
Desktop app
Web
wordpad
wordpad windows 10
wordpad free download windows 10
wordpad online
wordpad 2015 free
wordpad document
wordpad free
wordpad 2015
My stuff
Web
wordpad

- Click on the **WordPad Desktop app**. The WordPad program will be displayed within a window on the Windows Desktop.


Document - WordPad
File
Home
View
Paste
Cut
Copy
Clipboard
Calibri
11
Font
Paragraph
Picture
Paint drawing
Date and time
Insert object
Insert
Find
Replace
Select all
Editing
100%

- Move the mouse pointer to an empty area towards the top of the window. This area is called the **Title Bar**.



Press down the left hand mouse button, and while keeping it pressed down, move the mouse pointer on the screen. When you release the mouse button, the window will have moved. Experiment with moving this window a few times until you get the hang of it.

Resizing a window, narrower or wider

- Move the mouse pointer to the left hand edge of the **Getting Started** window. You will see that the mouse pointer changes shape to become a horizontal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer left or right. When you release the mouse button the window will be narrower or wider, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it wider or narrower.

  Also experiment using the right edge of the window.

  TIP: Remember that this dragging action with the mouse button pressed is called '**Drag and drop**'.

Resizing a window, taller or shorter

- Move the mouse pointer to the upper edge of the **Getting Started** window. You will see that the mouse pointer changes shape to become a vertical line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down. When you release the mouse button the window will be taller or shorter, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it taller or shorter.

  Also experiment using the bottom edge of the window.

Resizing a window in two directions at once

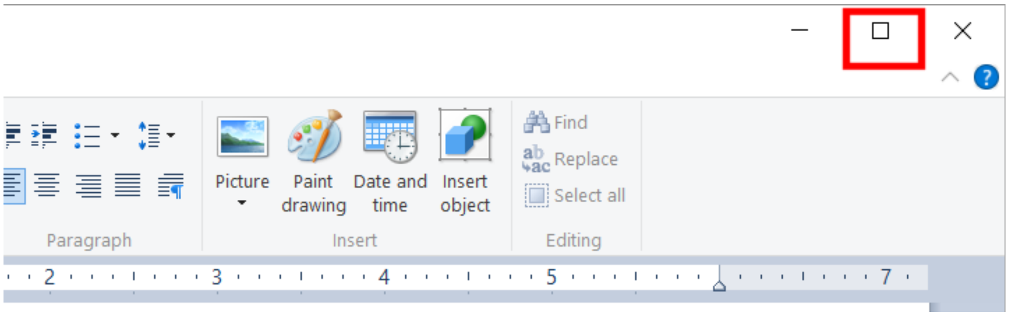
- Move the mouse pointer to one of the corner edges of the **Getting Started** window. You will see that the mouse pointer changes shape to become a diagonal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down and left or right. When you release the mouse button the window will be resized both vertically and horizontally, depending on which direction you move the mouse pointer. Experiment with resizing the window.

Also experiment using the other corners of the window to resize the window.

- Before continuing try and resize the **Getting Started** window to its approximate original size and position. You should be able to see other items on the screen behind the window.

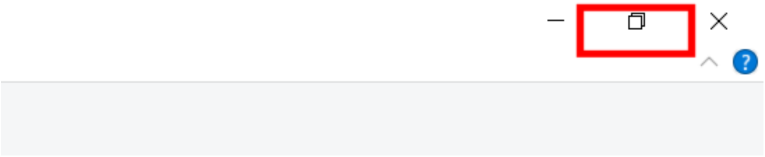
Maximizing a window

- If you look at the top-right of the **WordPad** window you will see three icons. As illustrated below. Move the mouse pointer over the middle of the three icons and after a short time you will see a pop-up explaining the function of the middle icon.



- As you can see the icon is called the **Maximize** icon. Click on the **Maximize** icon and you will see that the **WordPad** window maximizes, to fill the screen.

- Move the mouse pointer over the middle icon and wait for the pop-up to explain the function of the icon (which has changed slightly if you look closely).

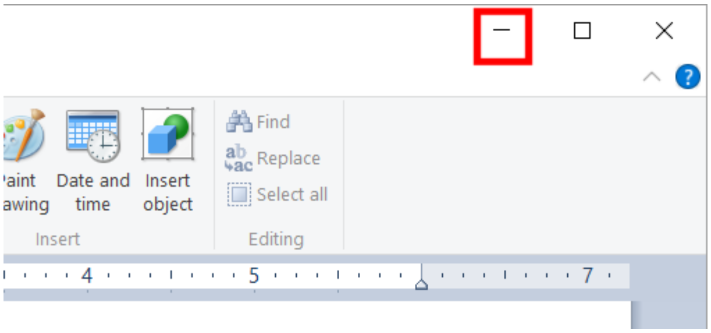


TIP: The reason for the middle icon changing its appearance (and its name), is that having already maximized the window to fill the screen, you cannot maximize any further. Thus you are offered a **Restore** icon that will restore the program window to its original size. This is an example of Windows being clever!

Click on the **Restore Down** icon and you should see that the **Getting Started** window is displayed within a window (i.e. not full screen). You should find that the window is the same size and position, prior to maximizing the window.

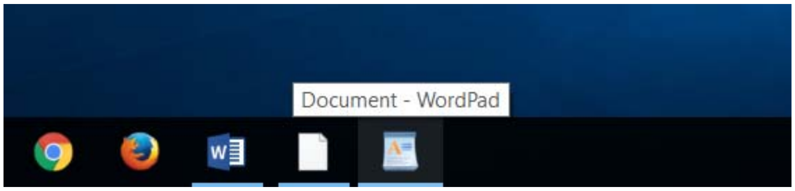
Minimizing a window

- If you move the mouse pointer over the first of these three buttons, you will see it is called the **Minimize** icon.



- Click on the **Minimize** icon and you will see that the window disappears. It is minimized down to the Windows **Taskbar**, which is the name of the bar across the bottom of your screen.

  Move the mouse pointer to this minimized icon within the Windows Taskbar and you will see the following pop-up, which displays a ‘thumbnail’ picture of the minimized program.

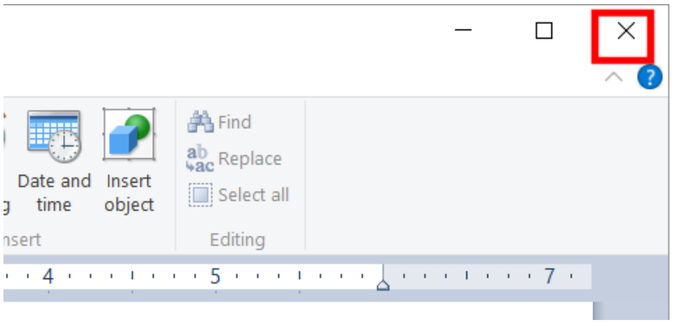


- Click on the minimized icon and the program will be displayed within a window once again, on your screen.

  NOTE: Minimizing a program is not the same as closing a program. When you minimize a program, it is still running in your computer’s memory, it is simply minimized in size, down to the Windows Taskbar. Closing a program means that the program is closed and no longer running in memory.

Closing a window

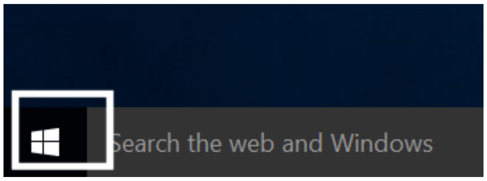
- Move your mouse pointer to the last of the three icons. After a short delay you will see a pop-up explaining that this is the **Close** icon.



- Click on the **Close** icon and the program will close. It is not displayed within the Taskbar as a minimized icon. The program is no longer in your RAM (Random Access Memory). RAM is where all your active programs are stored when they are running. If you close a program the program is removed from RAM but you still have a copy of the program stored on your hard disk. To re-run the program you will need to open the program from disk.

The Start button

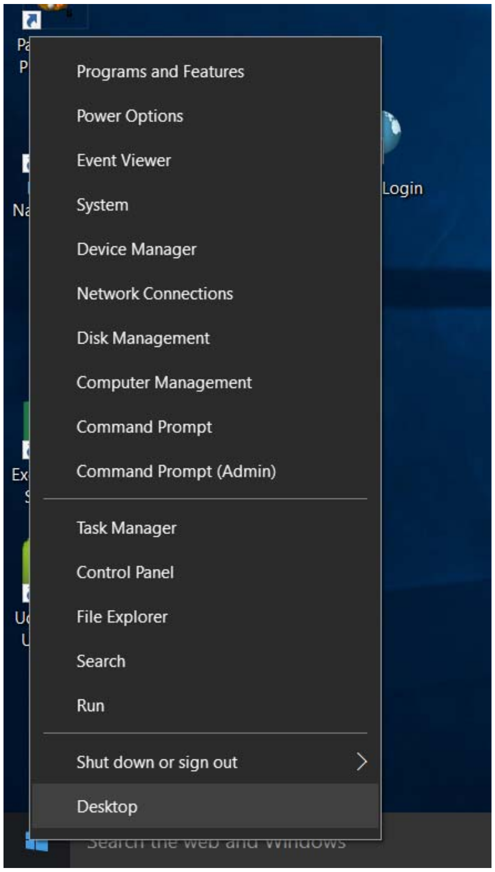
- Clicking on the **Start** button at the bottom-left of the screen toggles between the Windows Start Page and the Windows Desktop. Try clicking on it a few times and see what happens.



TIP: If you cannot see the Start button display move the mouse pointer to the extreme bottom-left of your screen and wait for a second or so.

The Start menu

- If necessary, switch to the Desktop view.
- Right click on the **Start** button and you will see a popup menu displayed.


Programs and Features
Power Options
Event Viewer
System
Device Manager
Network Connections
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Login
Search the web and Windows

- Take some time to examine the items within the popup menu. This is an easy way of accessing many items that you will want to display when you start using Windows, especially if you want to start customizing the way Windows works.
- Items we will investigate during this course include the **File Explorer** and the **Control Panel**.

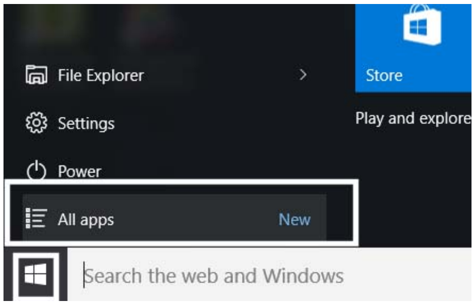
Applications & the Desktop

Multitasking

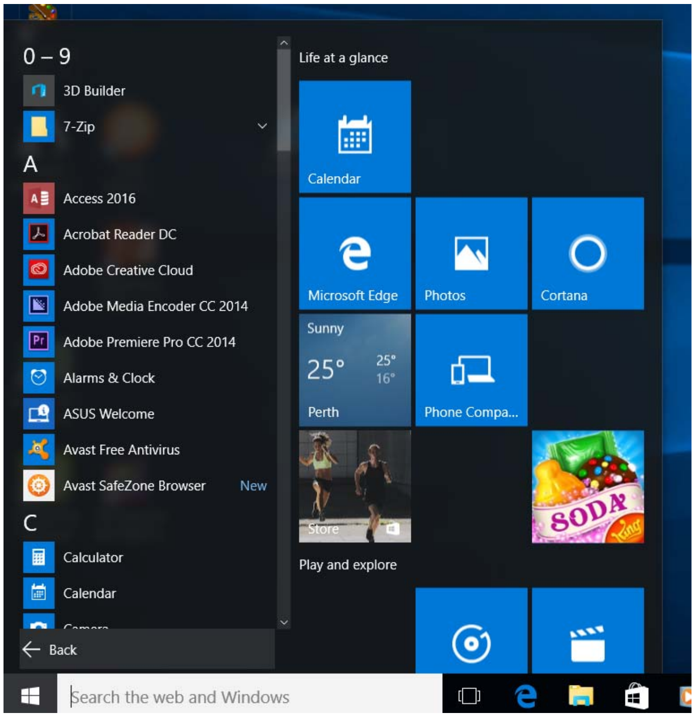
- Windows 10 is a ‘multitasking’ operating system. This means that it can run lots of programs at the same time. For instance, you can be receiving emails, printing and writing a letter, all at the same time. You can run lots of different programs simultaneously, such as a word processor, a spreadsheet, a database and a picture editing program.

Starting Applications

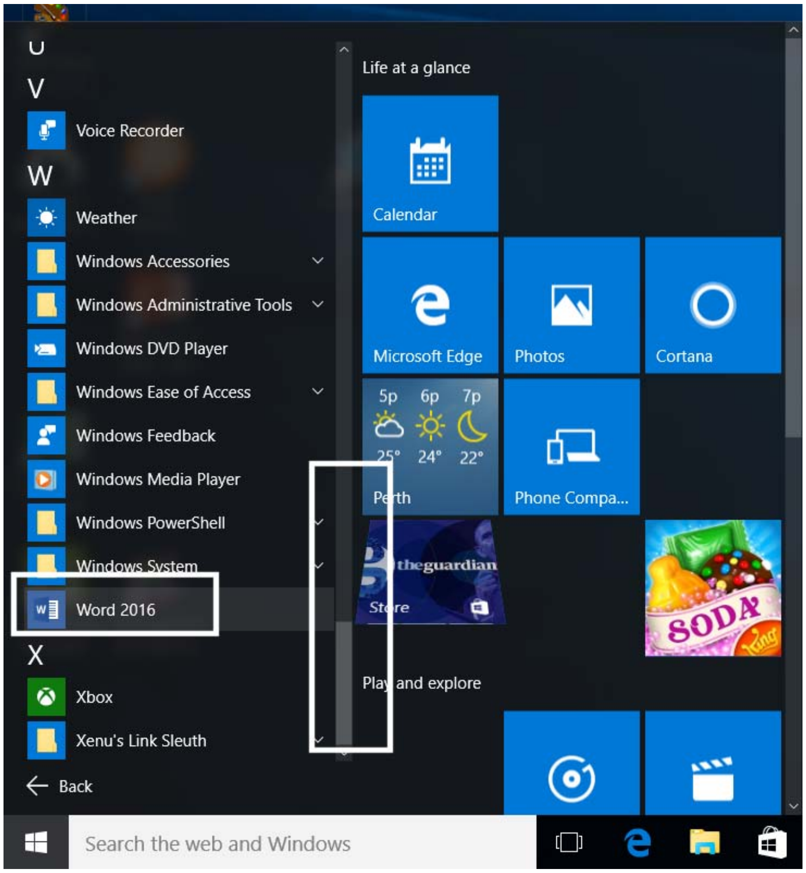
- Display the Windows Desktop.
- Click on the **Start** button and then click on **All Apps**.


File Explorer
Settings
Power
All apps
New
Store
Play and explore
Search the web and Windows

- Your screen will now look like this.


0 – 9
3D Builder
7-Zip
A
Access 2016
Acrobat Reader DC
Adobe Creative Cloud
Adobe Media Encoder CC 2014
Adobe Premiere Pro CC 2014
Alarms & Clock
ASUS Welcome
Avast Free Antivirus
Avast SafeZone Browser
New
C
Calculator
Calendar
Camera
Back
Life at a glance
Calendar
Microsoft Edge
Photos
Cortana
Sunny
25°
25°
16°
Perth
Phone Compa...
Store
SODA
Play and explore
Search the web and Windows

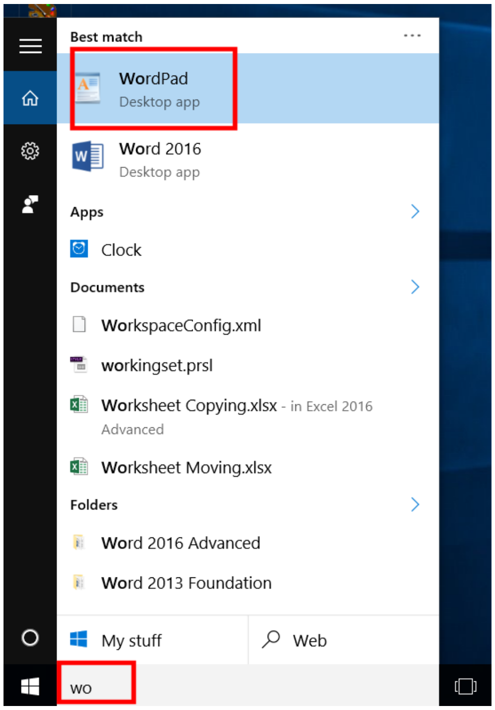
- If you have Microsoft Office installed on your computer, use the vertical scroll bars to scroll down until you see **Word 2016** (or similar).


U
V
Voice Recorder
W
Weather
Windows Accessories
Windows Administrative Tools
Windows DVD Player
Windows Ease of Access
Windows Feedback
Windows Media Player
Windows PowerShell
Windows System
Word 2016
X
Xbox
Xenu's Link Sleuth
Back
Life at a glance
Calendar
Microsoft Edge
Photos
Cortana
5p 6p 7p
25° 24° 22°
Perth
Phone Compa...
theguardian
Store
Play and explore
Search the web and Windows

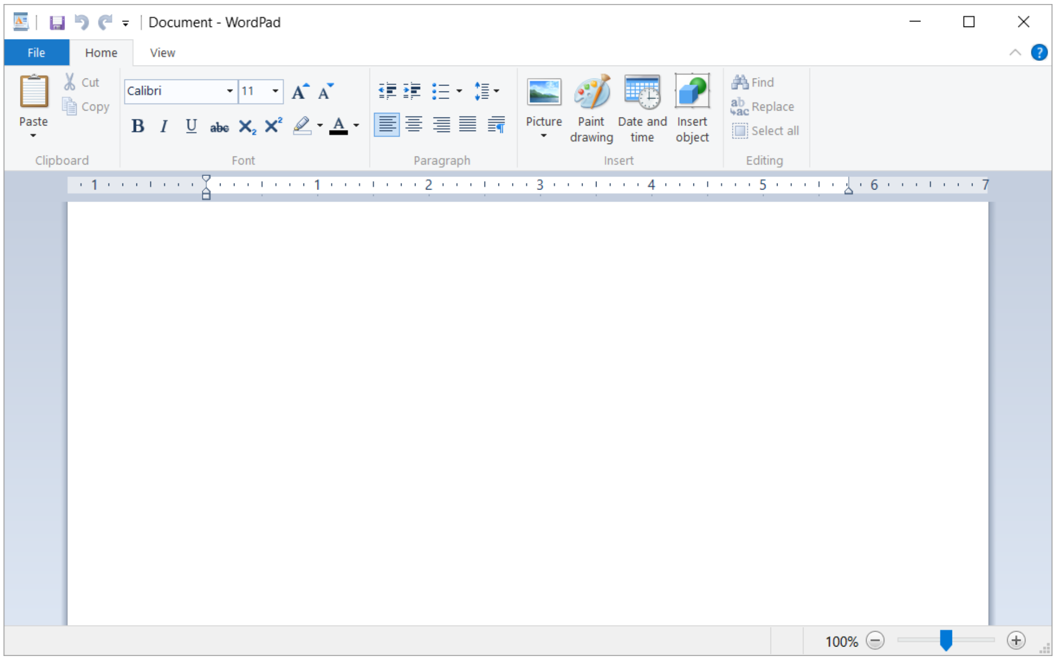
- Open a few other programs if you have them on your computer, such as Microsoft Excel and Microsoft PowerPoint.
- Once you have opened more programs you can then use the **Alt+F4** keyboard shortcuts to close the applications.

Finding Applications such as WordPad

- If necessary, display the Windows Desktop.
- We want to find a program called **WordPad**.
- Type in the letters **Wo** into the search section, at the bottom-left of the screen.


Best match
WordPad
Desktop app
Word 2016
Desktop app
Apps
Clock
Documents
WorkspaceConfig.xml
workingset.prsl
Worksheet Copying.xlsx - in Excel 2016 Advanced
Worksheet Moving.xlsx
Folders
Word 2016 Advanced
Word 2013 Foundation
My stuff
Web
wo

- As you can see the **WordPad** program is displayed.
- Click on **WordPad** and the program will open.


Document - WordPad
File
Home
View
Paste
Cut
Copy
Clipboard
Calibri
11
Font
Paragraph
Picture
Paint drawing
Date and time
Insert object
Insert
Find
Replace
Select all
Editing
100%

Using Print Screen within WordPad

- Pressing the **Print Screen** key takes a picture of your screen and copies it to a special area of memory called the Windows Clipboard. Press the **Print Screen** key now. Nothing appears to have happened, but you now have a picture of the screen in the Clipboard.

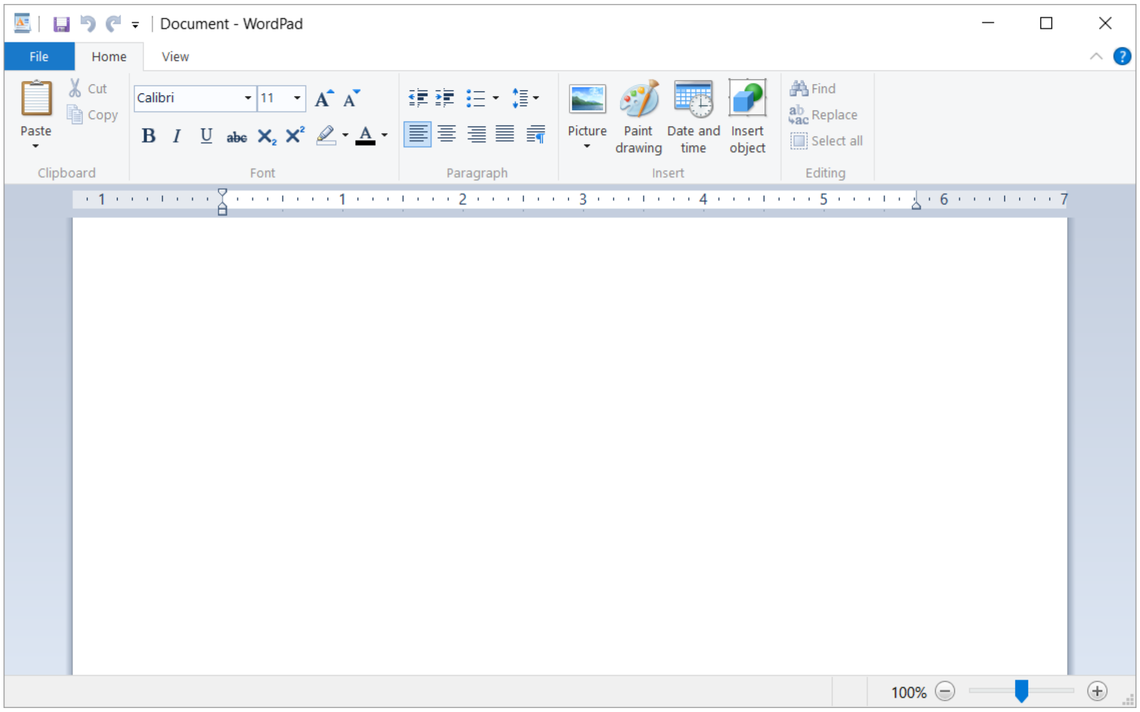
- Click within the WordPad window.
- Press **Ctrl+V** which is the keyboard shortcut for pasting information from the Clipboard. You should now see a picture displayed within your WordPad program.

  NOTE: Pressing the **Print Screen** key copies the entire screen contents to the Clipboard. If you just want to copy the active window, then after selecting the active window, press the **Alt** key while pressing the **Print Screen** key. Then release the **Alt** key.

- Leave the program window open.

Identifying the parts of an application window

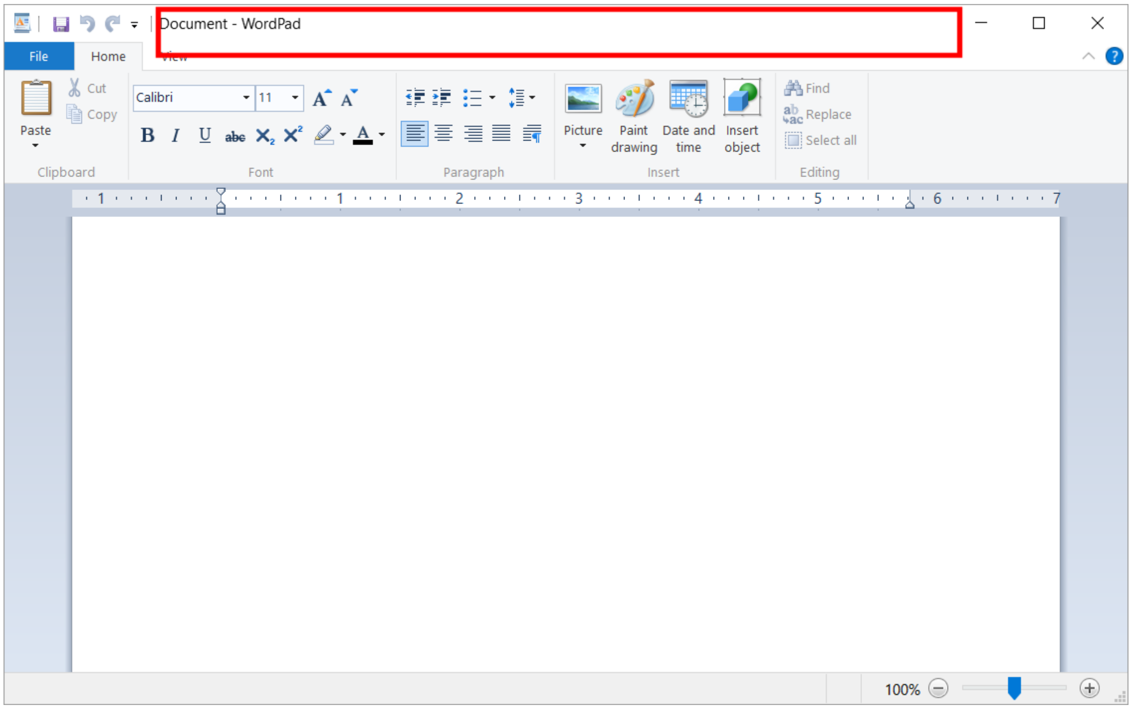
- The WordPad window is typical of an application window.


Document - WordPad
File
Home
View
Paste
Cut
Copy
Clipboard
Calibri
11
Font
Paragraph
Picture
Paint drawing
Date and time
Insert object
Insert
Find
Replace
Select all
Editing
100%

There are a number of items that you need to be familiar with.

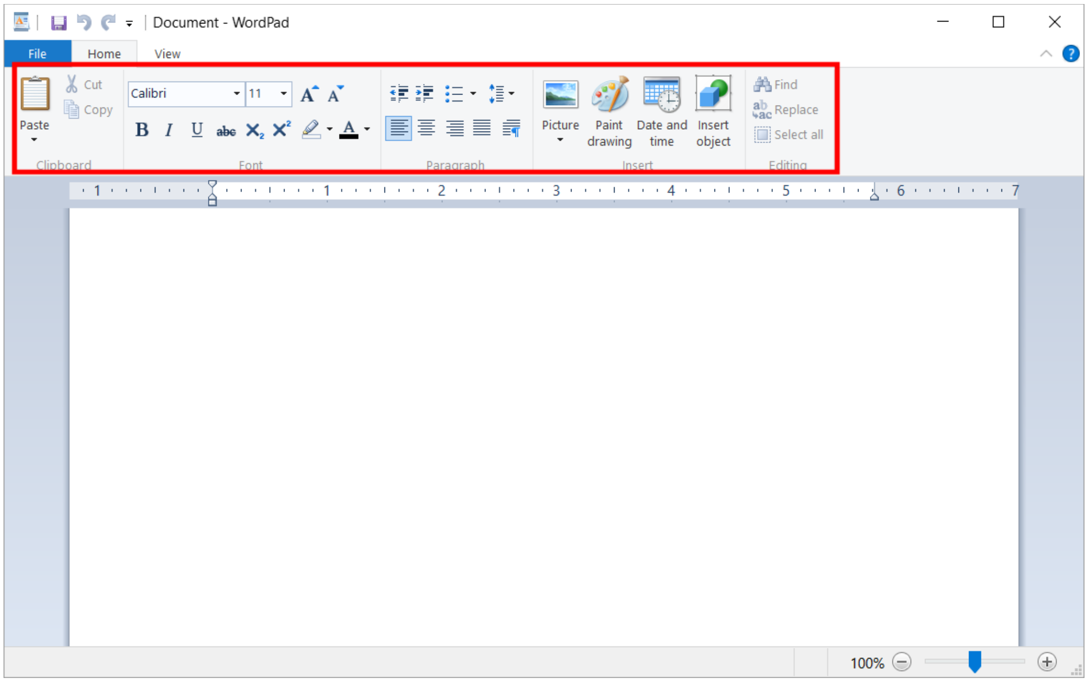
Title Bar

- This is the bar running across the top of the application window and normally displays the title of the program window.


Document - WordPad
File
Home
View
Paste
Cut
Copy
Calibri
11
Clipboard
Font
Paragraph
Picture
Paint drawing
Date and time
Insert object
Insert
Find
Replace
Select all
Editing
100%

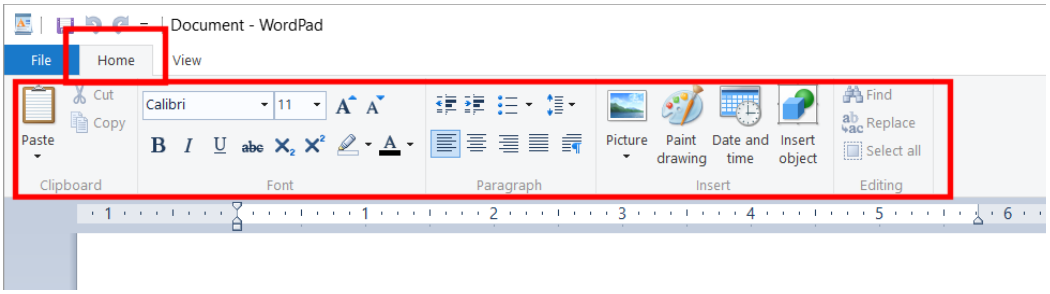
The Ribbon

- The ribbon normally contains tabs, which in turn contain buttons and other controls allowing you to interact with the program.

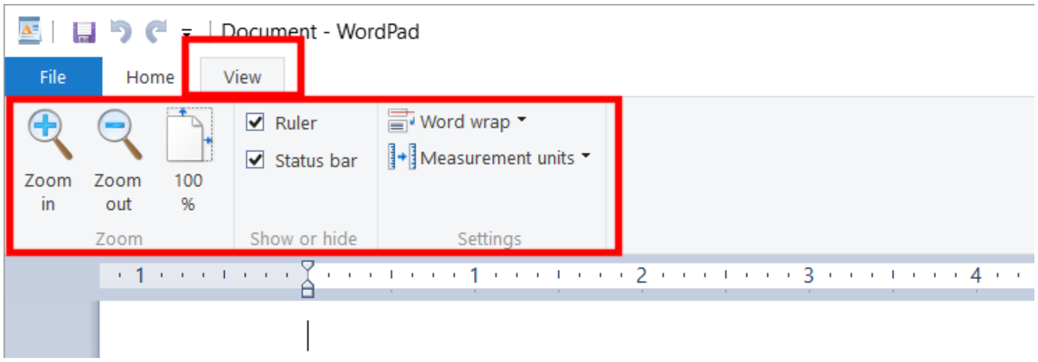

Document - WordPad
File
Home
View
Paste
Cut
Copy
Clipboard
Calibri
11
Font
Paragraph
Picture
Paint drawing
Date and time
Insert object
Insert
Find
Replace
Select all
Editing
100%

Ribbon Tabs

- The Ribbon normally contains a number of tabs. Clicking on a different tab will display specialized controls.
- For instance, within the WordPad Ribbon the **Home** tab looks like this.

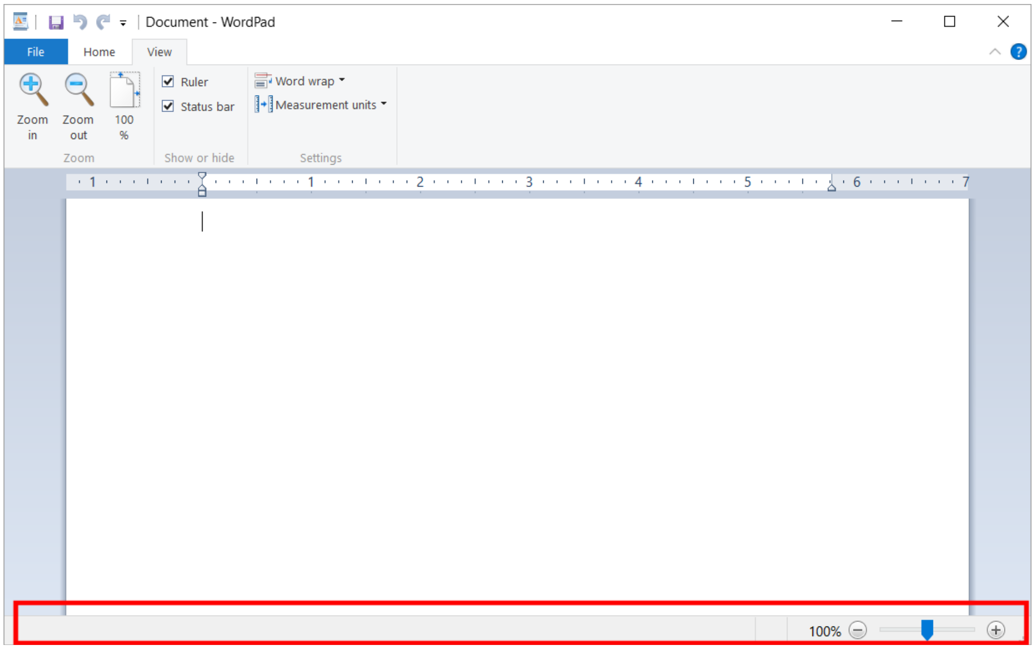

Document - WordPad
File
Home
View
Paste
Cut
Copy
Clipboard
Calibri
11
Font
Paragraph
Picture
Paint drawing
Date and time
Insert object
Insert
Find
Replace
Select all
Editing

- If you click on the **View** tab the ribbon will now look like this.


Document - WordPad
File
Home
View
Zoom in
Zoom out
100 %
Zoom
☑ Ruler
☑ Status bar
Show or hide
Word wrap
Measurement units
Settings

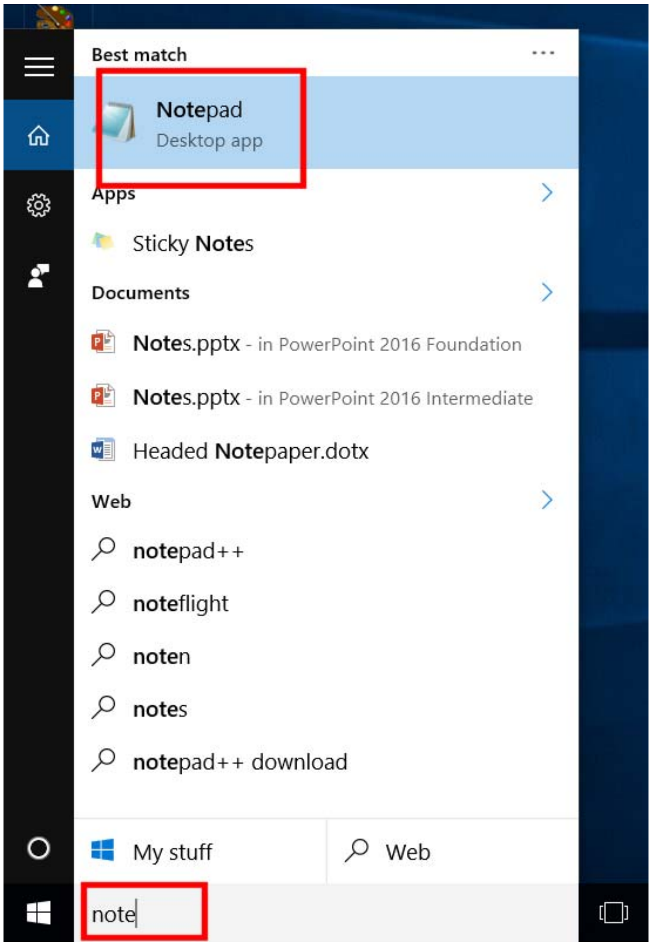
Status Bar

- The Status bar is normally displayed along the bottom edge of the application window. It can display status information, such as the number of pages contained within a document.


Document - WordPad
File
Home
View
Zoom in
Zoom out
100 %
Zoom
☑ Ruler
☑ Status bar
Show or hide
Word wrap
Measurement units
Settings
100%

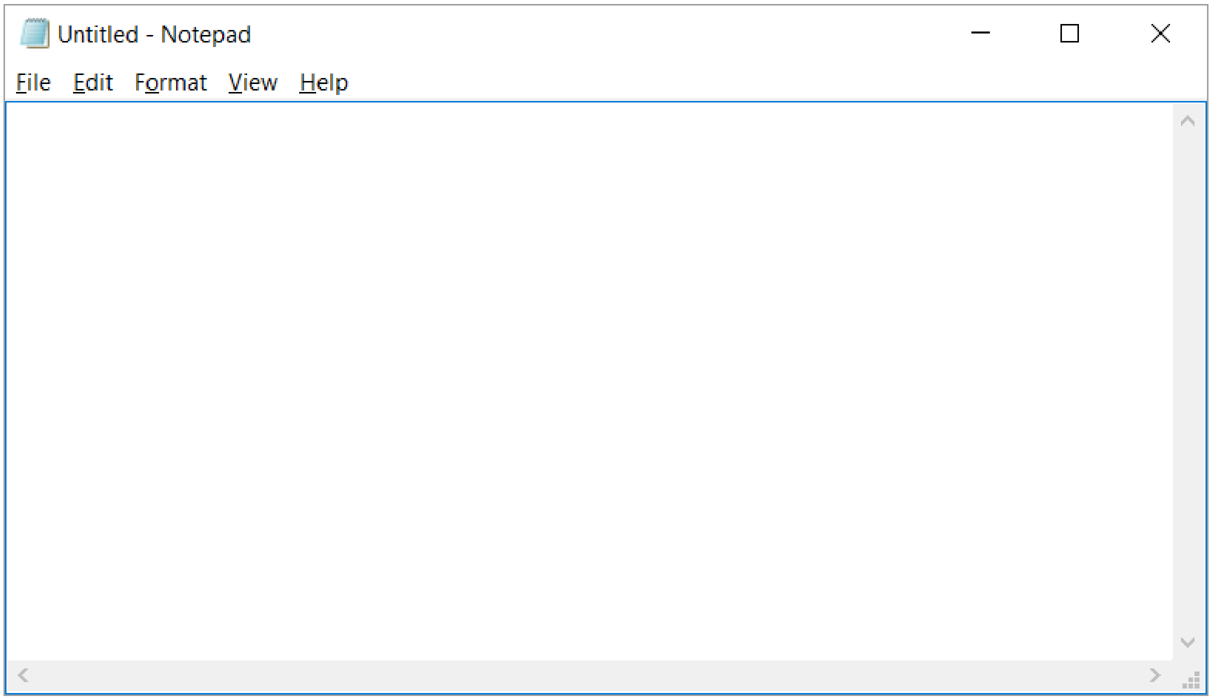
Notepad

- To open the Notepad program, with the search box at the bottom-left of the screen, type in the word **Notepad**.


Best match
Notepad
Desktop app
Apps
Sticky Notes
Documents
Notes.pptx - in PowerPoint 2016 Foundation
Notes.pptx - in PowerPoint 2016 Intermediate
Headed Notepaper.dotx
Web
notepad++
noteflight
noten
notes
notepad++ download
My stuff
Web
note

TIP: Notepad is a ‘text only’ editor. WordPad on the other hand is like a very cut-down word-processor into which you can insert text and pictures. In addition, in WordPad you can format the text. Remember that in Notepad it is just text, with no pictures and no text formatting.

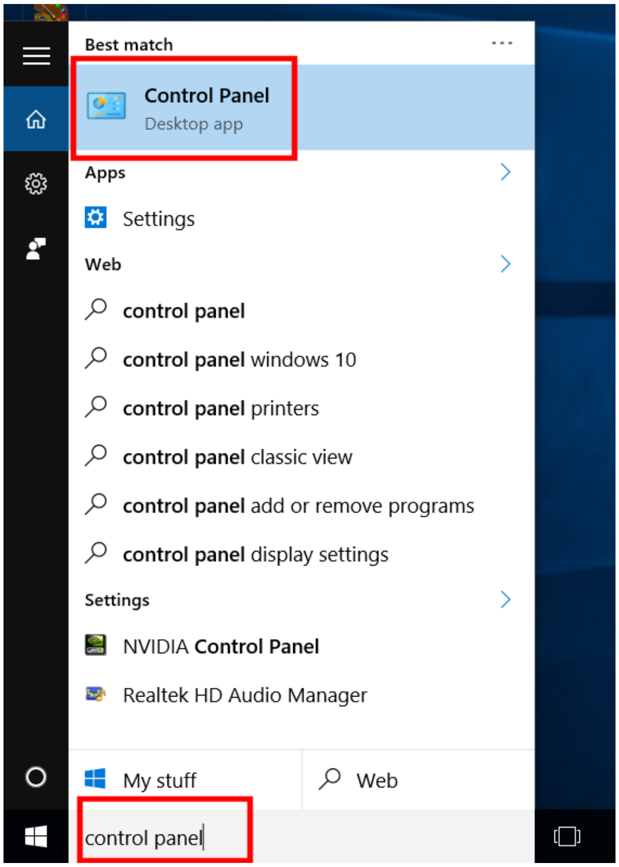
- Click on the **Notepad** button and the program will open within a window, as illustrated.


Untitled - Notepad
File Edit Format View Help

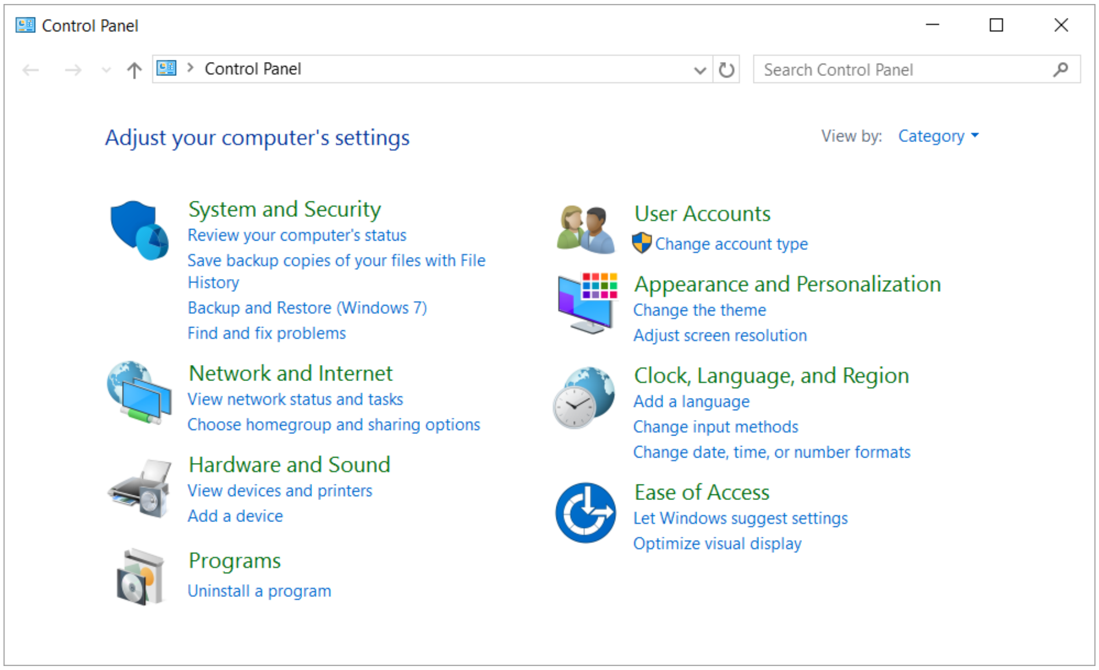
- This is a text-only editor. Unlike a modern word processor, you cannot insert pictures into the Notepad window.
- Leave the program window open.

Control Panel

- To open the **Control Panel** window, type in the word **Control Panel** into the search box, at the bottom-left of the screen.


Best match
Control Panel
Desktop app
Apps
Settings
Web
control panel
control panel windows 10
control panel printers
control panel classic view
control panel add or remove programs
control panel display settings
Settings
NVIDIA Control Panel
Realtek HD Audio Manager
My stuff
Web
control panel

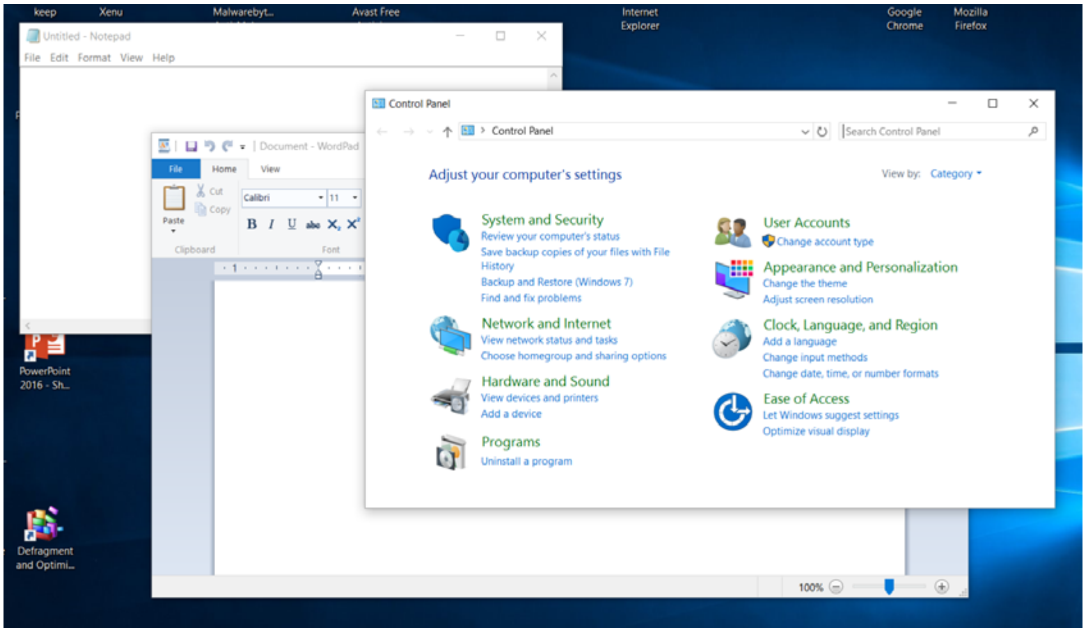
- Click on the Control Panel item. The Control Panel window will be displayed as illustrated.


Control Panel
Control Panel
Search Control Panel
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalization
Change the theme
Adjust screen resolution
Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats
Ease of Access
Let Windows suggest settings
Optimize visual display

- Leave the program window open.

Switching between program windows

- You should see a number of programs displayed on the screen, as illustrated.


Untitled - Notepad
File Edit Format View Help
Document - WordPad
File Home View
Paste Cut Copy Clipboard
Calibri 11 Font
Control Panel
Search Control Panel
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalization
Change the theme
Adjust screen resolution
Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats
Ease of Access
Let Windows suggest settings
Optimize visual display
keep
Xenu
Malwarebyt...
Avast Free
Internet Explorer
Google Chrome
Mozilla Firefox
PowerPoint 2016 - Sh...
Defragment and Optimi...
100%

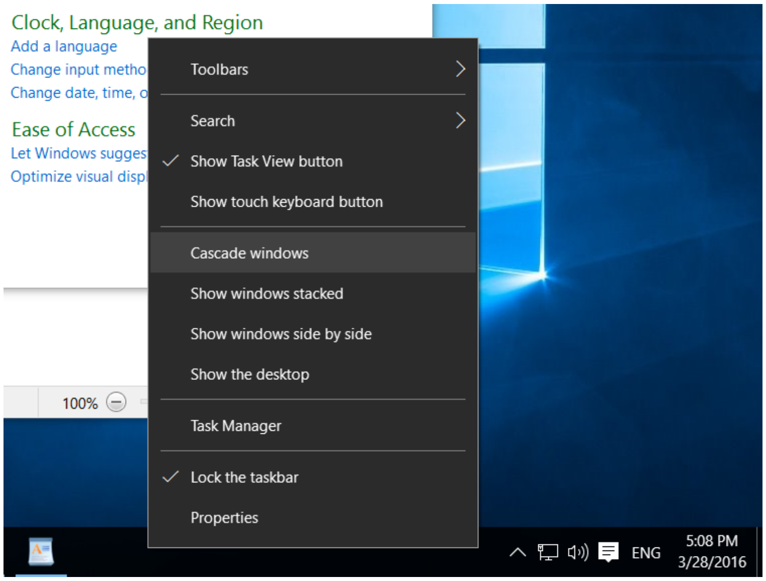
- To switch from one program to another press down the **Alt** key (and keep it pressed). Press the **Tab** key once and you will see a bar displayed across the middle of the screen.

  Press the **Tab** key a few more times and you will sequence around the programs displayed within the bar. When you release the **Alt** key the program that was highlighted within the bar is displayed on your screen. Practice this technique a few times to switch from one program to another.

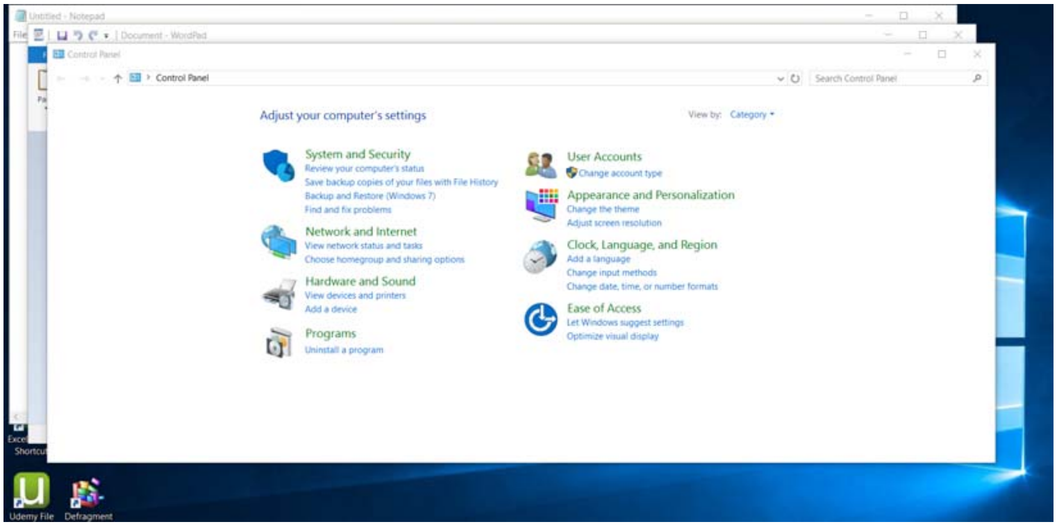
- Leave the windows open and continue to the next exercise.

Cascading windows

- Right click on an empty part of the Windows **Status Bar** (this is the bar that is normally displayed across the bottom of the Windows screen). From the pop-up menu displayed, click on the **Cascade Windows** command.

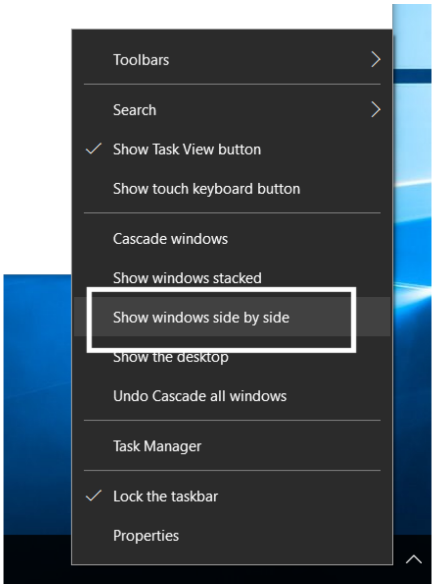

Clock, Language, and Region
Add a language
Change input metho
Change date, time, o
Ease of Access
Let Windows sugges
Optimize visual disp
100%
Toolbars
Search
Show Task View button
Show touch keyboard button
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Task Manager
Lock the taskbar
Properties
ENG
5:08 PM
3/28/2016

The program windows will be displayed cascaded across the screen.

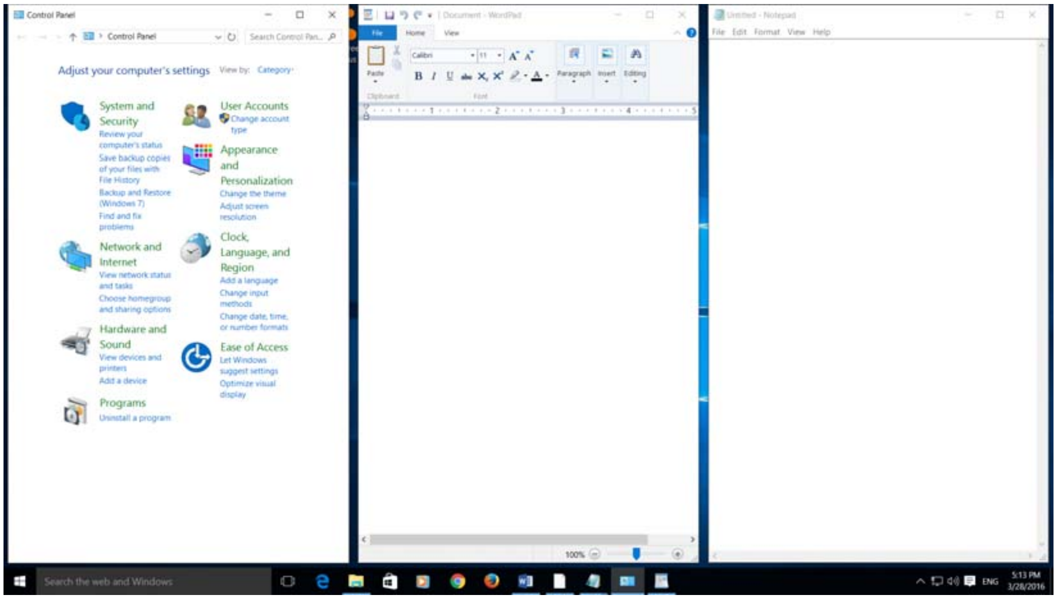

Untitled - Notepad
Document - WordPad
Control Panel
Control Panel
Search Control Panel
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalization
Change the theme
Adjust screen resolution
Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats
Ease of Access
Let Windows suggest settings
Optimize visual display
Udemy File
Defragment

Displaying windows side by side

- Right click on an empty part of the Windows **Taskbar** (this is the bar that is normally displayed across the bottom of the Windows screen). From the pop-up menu displayed, click on the **Show Windows side by side** command.


Toolbars
Search
✓ Show Task View button
Show touch keyboard button
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Undo Cascade all windows
Task Manager
✓ Lock the taskbar
Properties

- The program windows will be displayed, tiled side by side.


Control Panel
Adjust your computer's settings
System and Security
User Accounts
Appearance and Personalization
Network and Internet
Clock, Language, and Region
Hardware and Sound
Ease of Access
Programs
Document - WordPad
Untitled - Notepad
File Edit Format View Help

- Close all the open programs before continuing.

  TIP: To close a program click on the **Close** icon displayed at the top right of each program window.

  TIP: The keyboard shortcut to close the active window is **Alt+F4**.

Installing programs

- Within large organizations it is normally the IT support staff that installs or removes programs. In many cases it is a disciplinary offence to install programs onto computers without specific permission. This is because of the risk of accidentally infecting a computer with a computer virus or similar program.

- With small organizations or home use then it may be up to you to install new programs. Always check so that you do not get yourself in trouble!

- Programs are normally supplied on CD or DVD and these disks, once inserted into the CD/DVD drive should start automatically and display instructions on-screen covering the installation procedure. If you need to install software, read the onscreen instructions **VERY** carefully at each stage. If help is available and you get stuck always ask rather than assuming the installation will be OK. If in doubt, ask!

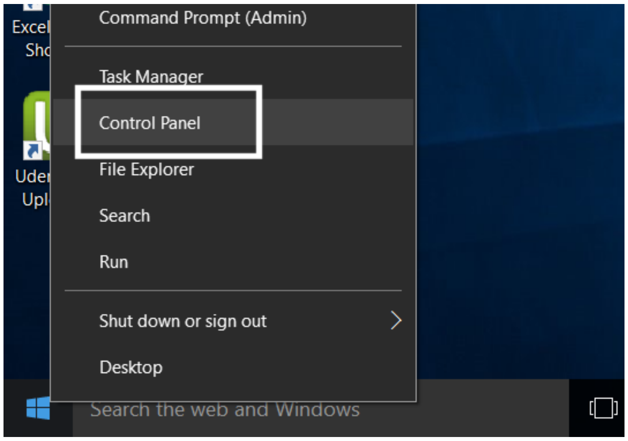
  TIP: You can find lots of free programs when surfing the web. Be VERY careful about installing programs unless you are absolutely sure that the programs are supplied by a reliable source.

Removing a program

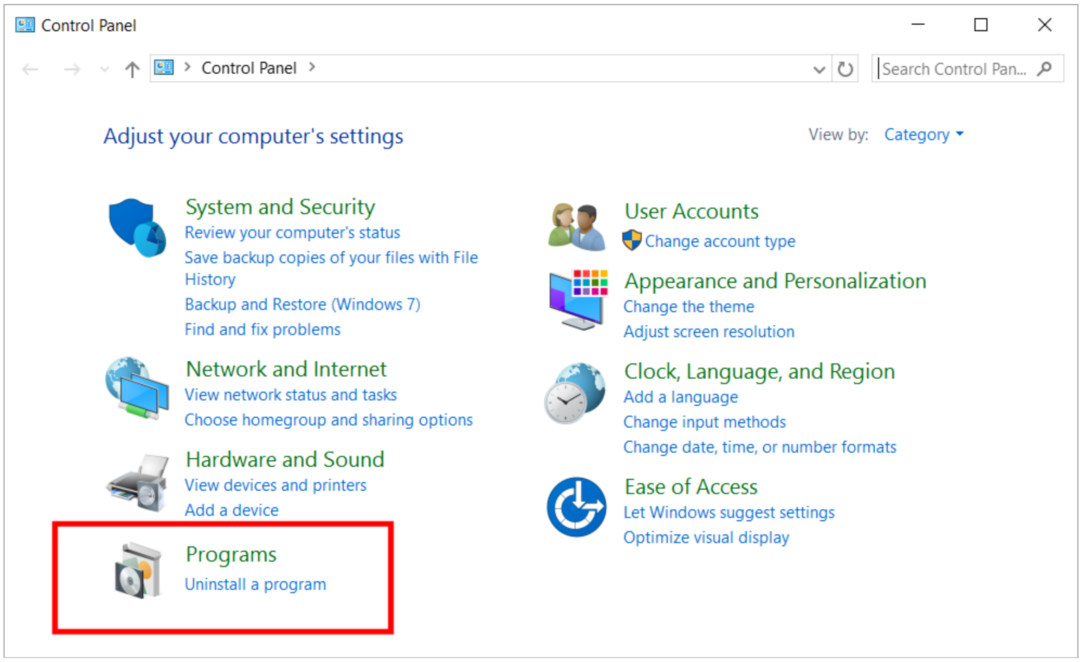
- **WARNING: This section is just for reference. Do not remove any programs during this training course.**

  As with installing programs only do this if you have been given specific authority within your company to remove a program. If in doubt, ask! You use the Control panel to remove programs.

- Right click on the **Start** button and from the popup menu displayed, click on **Control Panel**.



- The Control Panel will be displayed as illustrated.



Control Panel
Control Panel
Search Control Pan...

Adjust your computer's settings

View by: Category

System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems

Network and Internet
View network status and tasks
Choose homegroup and sharing options

Hardware and Sound
View devices and printers
Add a device

Programs
Uninstall a program

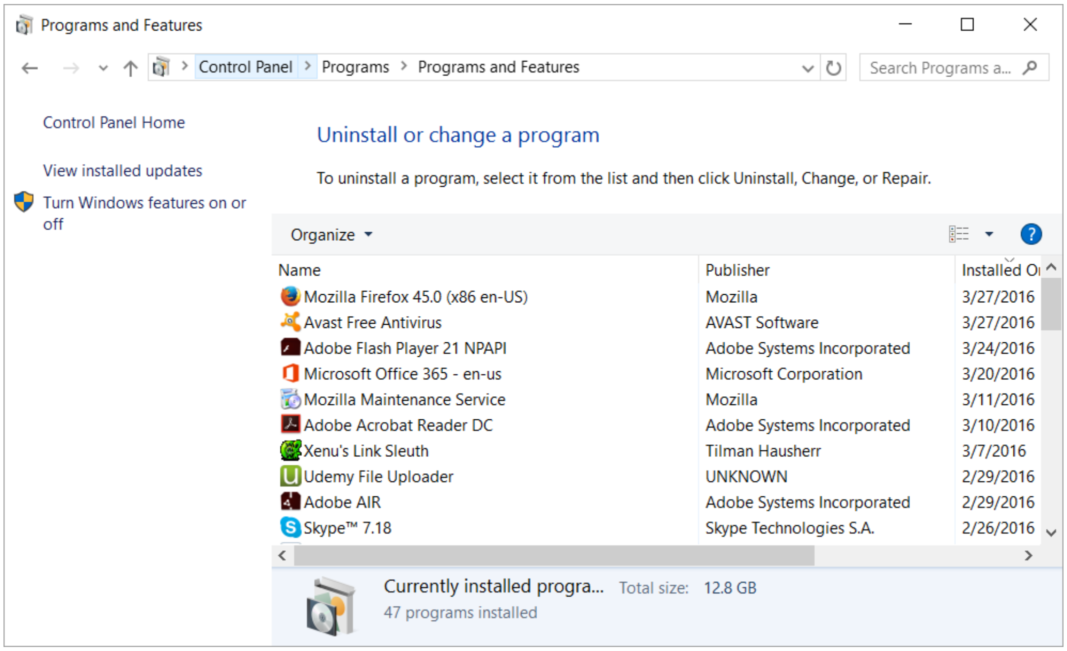
User Accounts
Change account type

Appearance and Personalization
Change the theme
Adjust screen resolution

Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats

Ease of Access
Let Windows suggest settings
Optimize visual display

- Within the **Programs** section click on the **Uninstall a program** command. This will display a list of programs that you can uninstall.



Programs and Features
Control Panel > Programs > Programs and Features
Search Programs a...
Control Panel Home
View installed updates
Turn Windows features on or off
Organize

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Name	Publisher	Installed O
Mozilla Firefox 45.0 (x86 en-US)	Mozilla	3/27/2016
Avast Free Antivirus	AVAST Software	3/27/2016
Adobe Flash Player 21 NPAPI	Adobe Systems Incorporated	3/24/2016
Microsoft Office 365 - en-us	Microsoft Corporation	3/20/2016
Mozilla Maintenance Service	Mozilla	3/11/2016
Adobe Acrobat Reader DC	Adobe Systems Incorporated	3/10/2016
Xenu's Link Sleuth	Tilman Hausherr	3/7/2016
Udemy File Uploader	UNKNOWN	2/29/2016
Adobe AIR	Adobe Systems Incorporated	2/29/2016
Skype™ 7.18	Skype Technologies S.A.	2/26/2016

Currently installed progra... Total size: 12.8 GB
47 programs installed

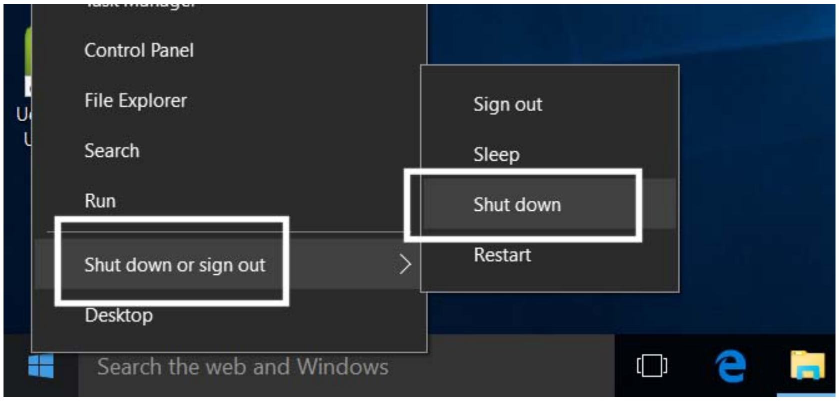
- Double click on the program that you wish to uninstall. You may see some warning screens, in which case read them very carefully before deciding whether to proceed or not.

If in doubt, do not remove a program as it can cause problems if you delete programs that should not be deleted.

- Close any open windows before continuing.

Shutting down the computer

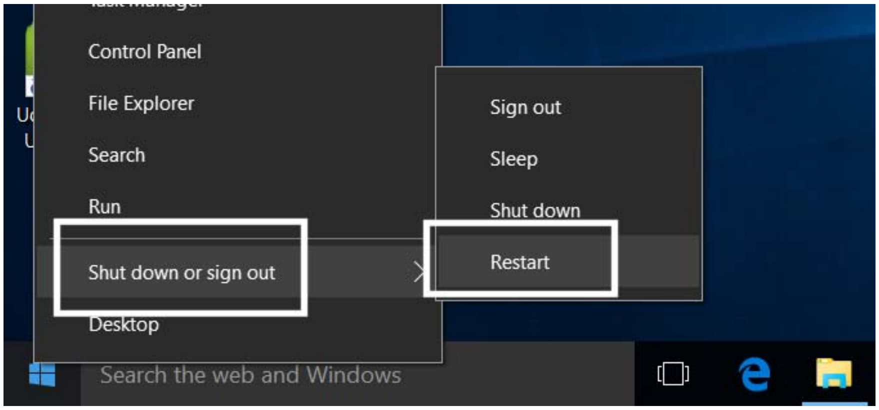
- Right click on the Start button and from the popup menu displayed click on **Shut down or Sign Out.**
- From the sub-menu displayed select **Shut Down**.


Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Sign out
Sleep
Shut down
Restart
Search the web and Windows

- The computer will shut down.
- Restart the computer.

Restarting the computer

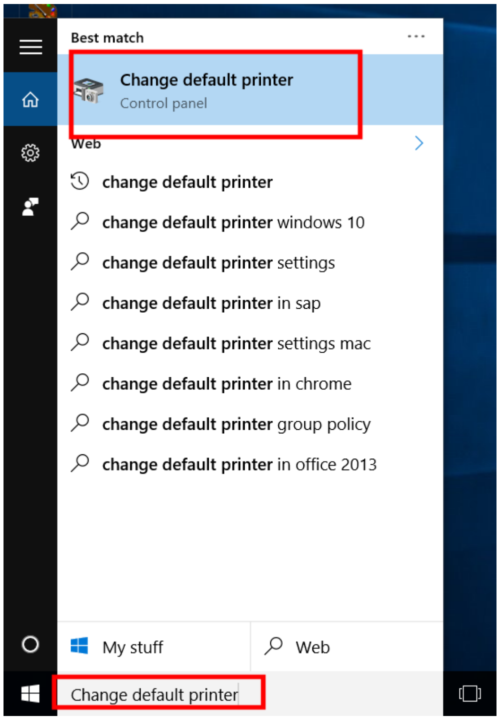
- Right click on the Start button and from the popup menu displayed click on **Restart.**


Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Sign out
Sleep
Shut down
Restart
Search the web and Windows

Help in Windows 10

Using the Search for Help box

- Experiment with typing in an item you want help with. For instance, you could type in the words **Change default printer**.


Best match
Change default printer
Control panel
Web
change default printer
change default printer windows 10
change default printer settings
change default printer in sap
change default printer settings mac
change default printer in chrome
change default printer group policy
change default printer in office 2013
My stuff
Web

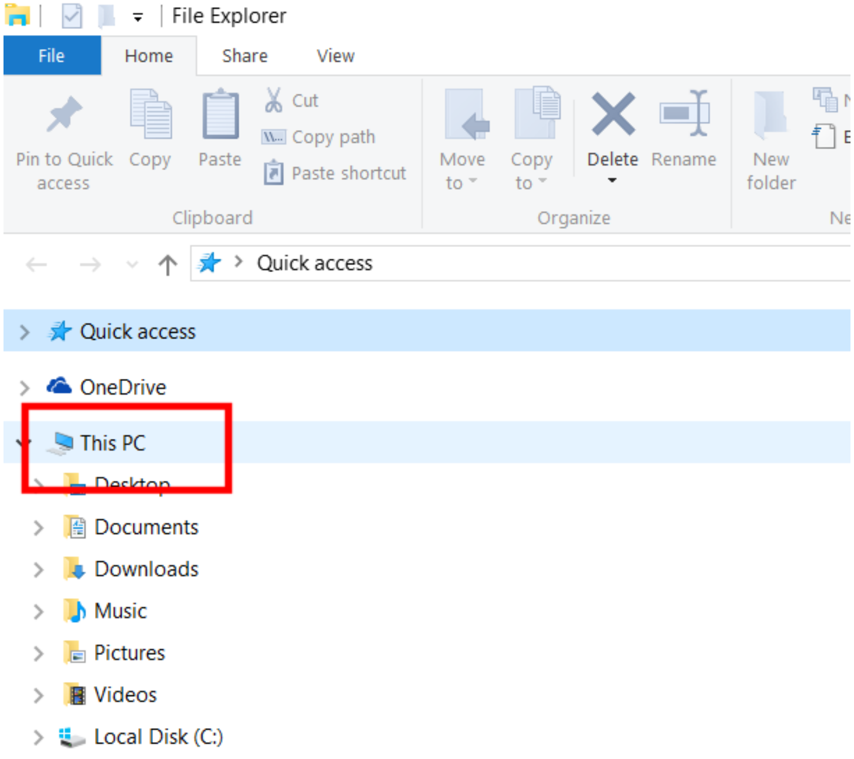
Change default printer

- Click on the item in the **Best Match** section and you will be taken to the Control Panel, form where you can change the default printer.
- Spend a little time experimenting with finding out more about Windows 10. For instance, search for **Windows 10 Tips**.

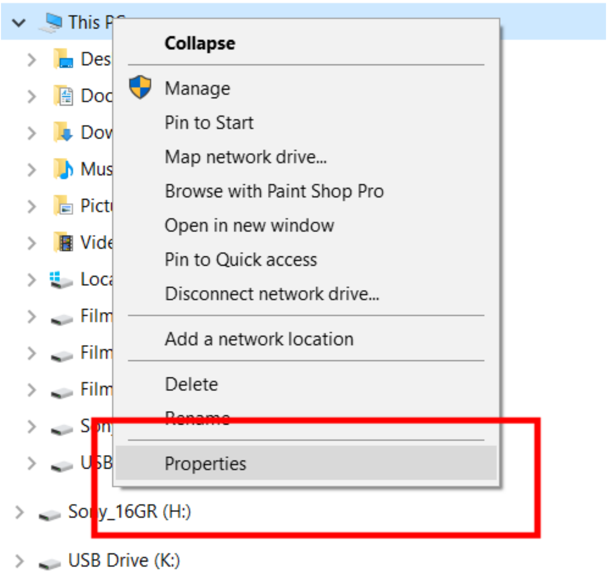
Best match
windows 10 tips
Search the web
Web
windows 10 tips and tricks
windows 10 tips gizmodo
windows 10 tips youtube
windows 10 tips and tricks pdf
windows 10 tips and tricks reddit
windows 10 tips tricks and hacks
windows 10 tips and tricks youtube
My stuff
Web
windows 10 tips

Displaying basic information about your PC

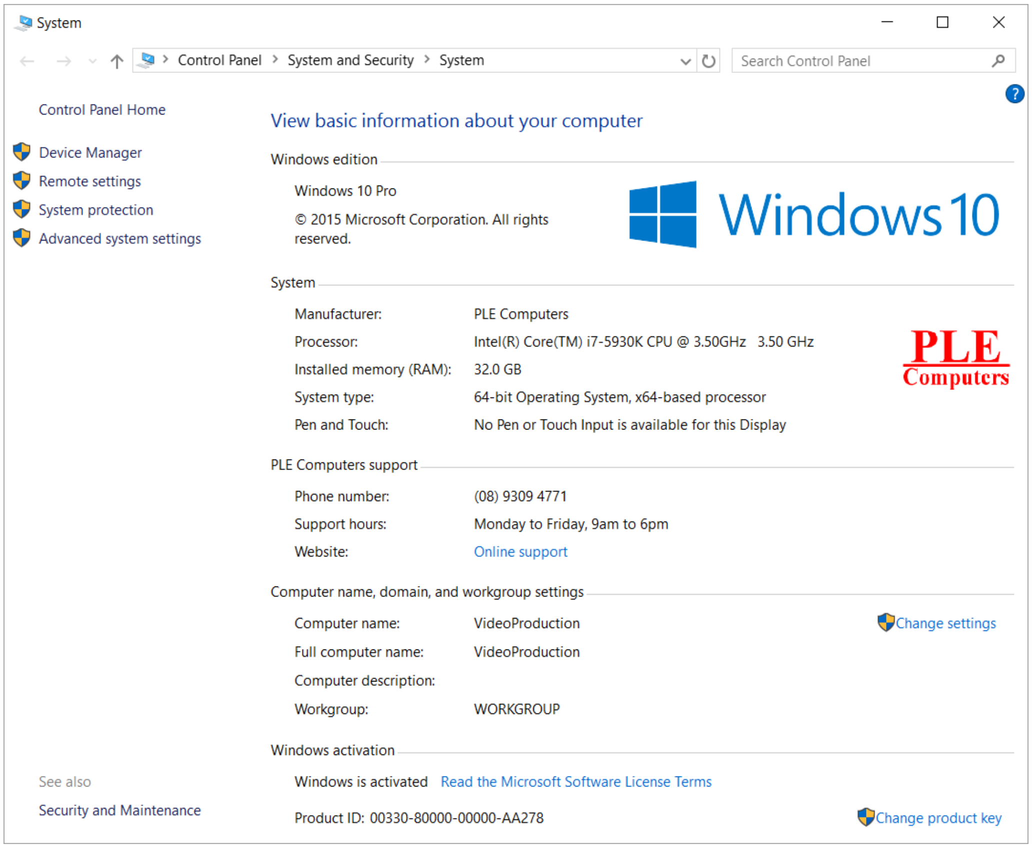
- Right click over the **This PC** icon within the File Explorer display.


File Explorer
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
Quick access
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)

- From the popup menu displayed click on the **Properties** command.


This PC
Collapse
Manage
Pin to Start
Map network drive...
Browse with Paint Shop Pro
Open in new window
Pin to Quick access
Disconnect network drive...
Add a network location
Delete
Rename
Properties
Sony_16GR (H:)
USB Drive (K:)

- This will display the **System** dialog box.


System
Control Panel > System and Security > System
Search Control Panel
Control Panel Home
Device Manager
Remote settings
System protection
Advanced system settings
See also
Security and Maintenance
Windows 10

View basic information about your computer

Windows edition

Windows 10 Pro

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System

Manufacturer: PLE Computers
Processor: Intel(R) Core(TM) i7-5930K CPU @ 3.50GHz 3.50 GHz
Installed memory (RAM): 32.0 GB
System type: 64-bit Operating System, x64-based processor
Pen and Touch: No Pen or Touch Input is available for this Display

PLE Computers support

Phone number: (08) 9309 4771
Support hours: Monday to Friday, 9am to 6pm
Website: Online support

Computer name, domain, and workgroup settings

Computer name: VideoProduction
Full computer name: VideoProduction
Computer description:
Workgroup: WORKGROUP
Change settings

Windows activation

Windows is activated Read the Microsoft Software License Terms

Product ID: 00330-80000-00000-AA278
Change product key

- This screen tells you useful information about your copy of Windows. You can see the exact version number, plus more information about your computer such as the speed of your CPU and how much memory you have installed.

Information about your network is also displayed.

File Explorer

What are files?

- When you load a program such as a word processor this means that you copy the files containing the word processor program from your hard disk into your RAM memory. RAM is short for Random Access Memory and is simply a term to describe the memory chips contained within your computer. Once the word processor is loaded into RAM you can use it to create a document. When you have finished editing the document, you may want to save a copy of the document to your hard disk as a file.

  Basically there are two types of file that you need to concern yourself with, the program files (such as word processor, spreadsheet, databases etc.) and the data files that you create and save to disk. Once saved to disk you can later re-open that file and make further changes, or print the data file.

  In many ways you can think of data files as physical sheets of paper, containing your data. You then place these sheets within a folder so that you keep all similar documents together.

What are folders?

- Files are stored on a disk in folders. This concept is very familiar to anyone used to working within an office. Think of a 3-draw filing cabinet. When you wish to file a document within the filing cabinet you first need to decide in which draw to file a particular document. When you open a filing cabinet draw it often contains hanging dividers allowing you to group similar document together.

Types of drive and drive letters

- When you save a data file you normally save it to your hard disk. This disk is contained within your computer and you cannot normally see it. By convention the hard drive is called ‘Drive C’. If you have two hard disks within a single computer, they will normally be described as drive ‘C’ and drive ‘D’.

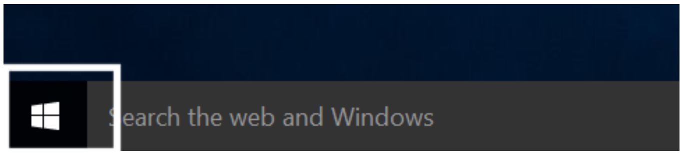
- There are other types of drive, such as a CD or DVD drive. You can plug a ‘removable hard disk’ into your computer. You can also plug so called ‘memory sticks’ into the USB sockets on your computer. Don’t worry what USB stands for (Universal Serial Bus); they are just sockets that allow you to plug things into your computer. There are many different names for these USB memory sticks, such as ‘flash drives’ or ‘USB drives’.

- As you add more drives to the computer, Windows assigns a drive letter to them. The hard disk is usually called drive C. The next disk that is added (probably the CD/DVD drive) will be called drive D, the next drive would be Drive E and so on.

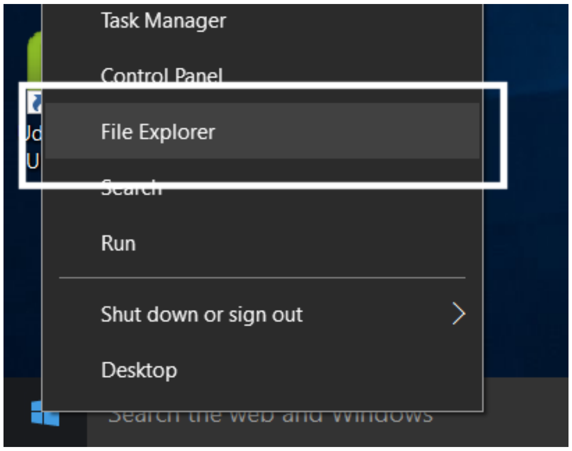
- If you are connected to a network, your network administrator may have set you up with additional ‘network drives’. These are actually located within a different computer on your network and can have any free drive letter that the network administrator thinks is appropriate (such as Drive T).

Opening the Windows File Explorer program

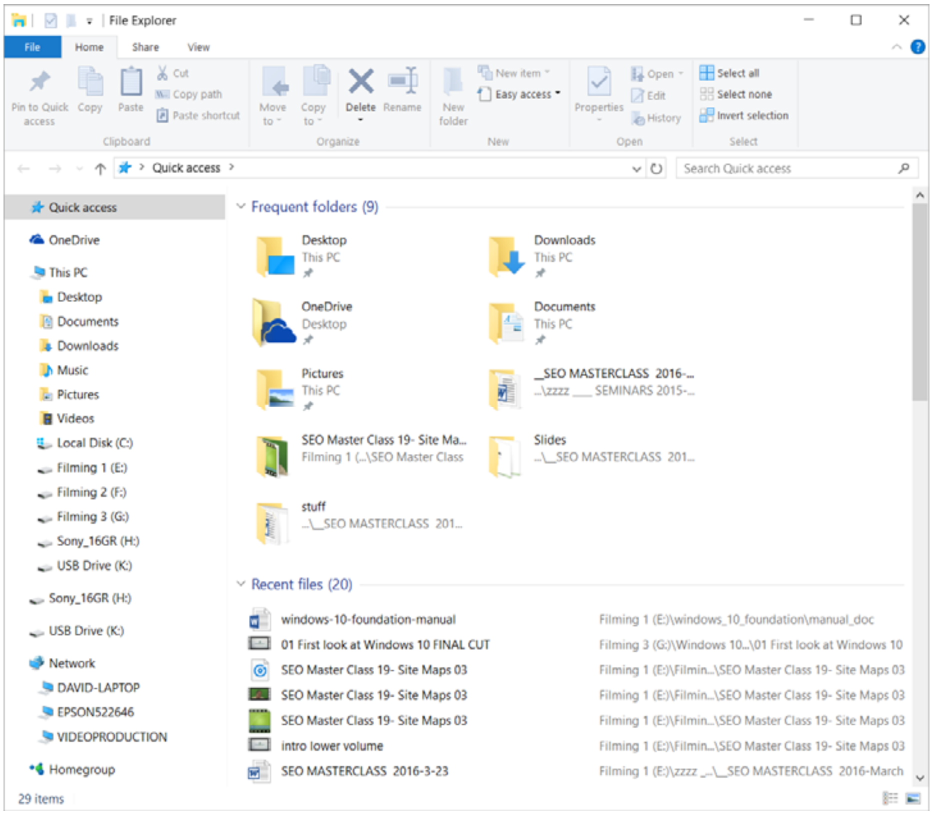
- Right click on the Start button.


Search the web and Windows

- From the popup menu displayed click on the **File Explorer** command,


Task Manager
Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Search the web and Windows

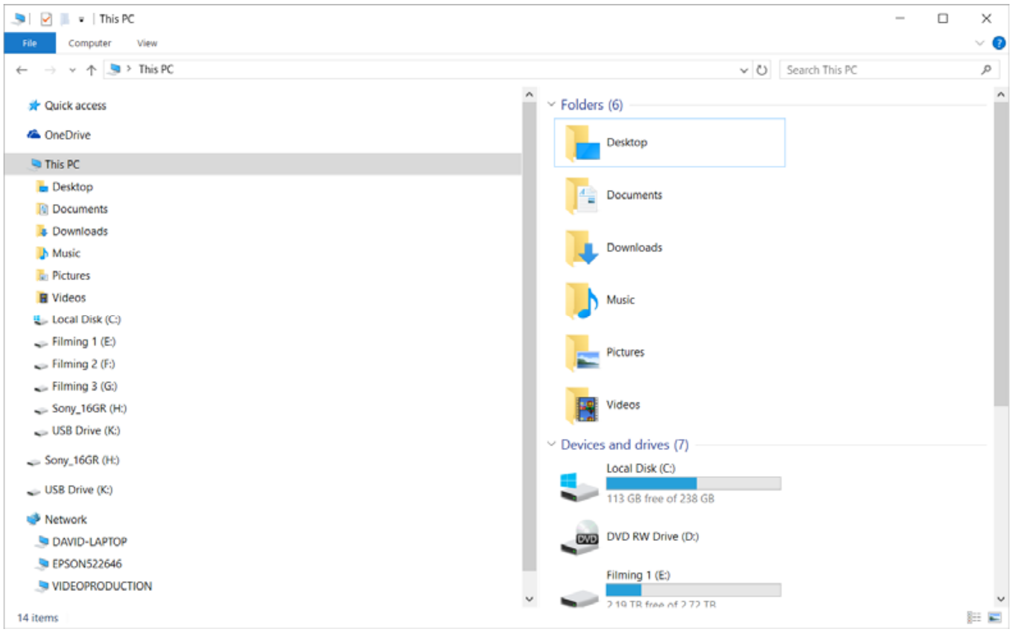
- This will display the File Explorer window.


File Explorer
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Quick access
Search Quick access
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
EPSON522646
VIDEOPRODUCTION
Homegroup
29 items
Frequent folders (9)
Desktop
This PC
Downloads
This PC
OneDrive
Desktop
Documents
This PC
Pictures
This PC
_SEO MASTERCLASS 2016-...
...\zzzz ___ SEMINARS 2015-...
SEO Master Class 19- Site Ma...
Filming 1 (...\SEO Master Class
Slides
..._SEO MASTERCLASS 201...
stuff
..._SEO MASTERCLASS 201...
Recent files (20)
windows-10-foundation-manual
Filming 1 (E:)\windows_10_foundation\manual_doc
01 First look at Windows 10 FINAL CUT
Filming 3 (G:)\Windows 10...\01 First look at Windows 10
SEO Master Class 19- Site Maps 03
Filming 1 (E:)\Filmin...\SEO Master Class 19- Site Maps 03
SEO Master Class 19- Site Maps 03
Filming 1 (E:)\Filmin...\SEO Master Class 19- Site Maps 03
SEO Master Class 19- Site Maps 03
Filming 1 (E:)\Filmin...\SEO Master Class 19- Site Maps 03
intro lower volume
Filming 1 (E:)\Filmin...\SEO Master Class 19- Site Maps 03
SEO MASTERCLASS 2016-3-23
Filming 1 (E:)\zzzz _..._SEO MASTERCLASS 2016-March

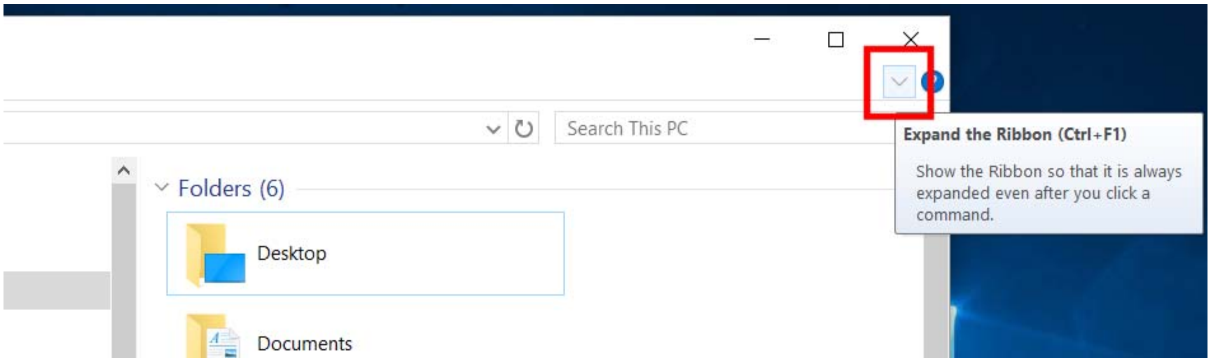
TIP: Do not confuse the **File Explorer** (which is generally used for exploring your computer disks, folders and files) with the **Internet Explorer** (which is used for exploring the Internet and surfing the Web). They are two entirely separate programs with very different functions.

Displaying or hiding the Ribbon

- Often, the File Explorer windows will look like the illustration below.


This PC
File
Computer
View
This PC
Search This PC
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
EPSON522646
VIDEOPRODUCTION
14 items
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (7)
Local Disk (C:)
113 GB free of 238 GB
DVD RW Drive (D:)
Filming 1 (E:)

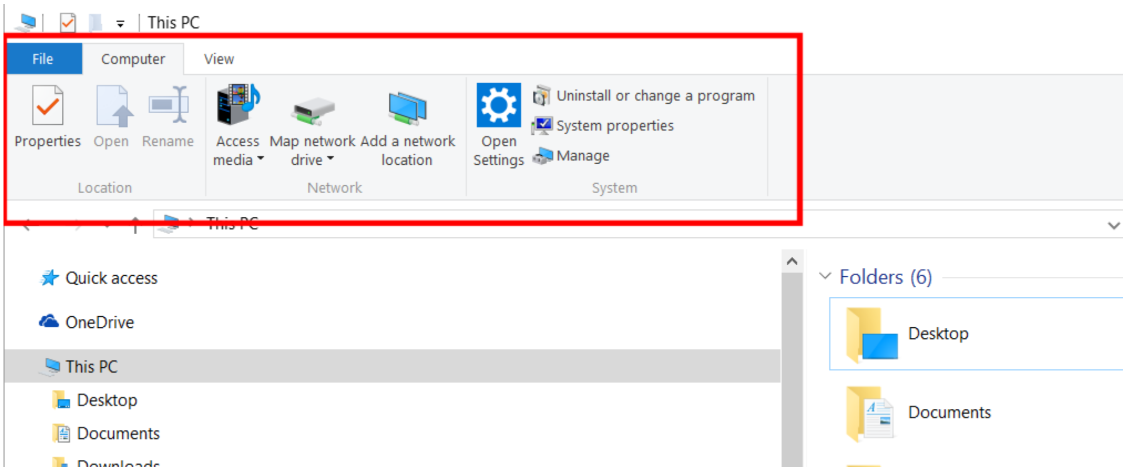
- Click on the **Expand the Ribbon** button.


Search This PC
Folders (6)
Desktop
Documents

Expand the Ribbon (Ctrl+F1)

Show the Ribbon so that it is always expanded even after you click a command.

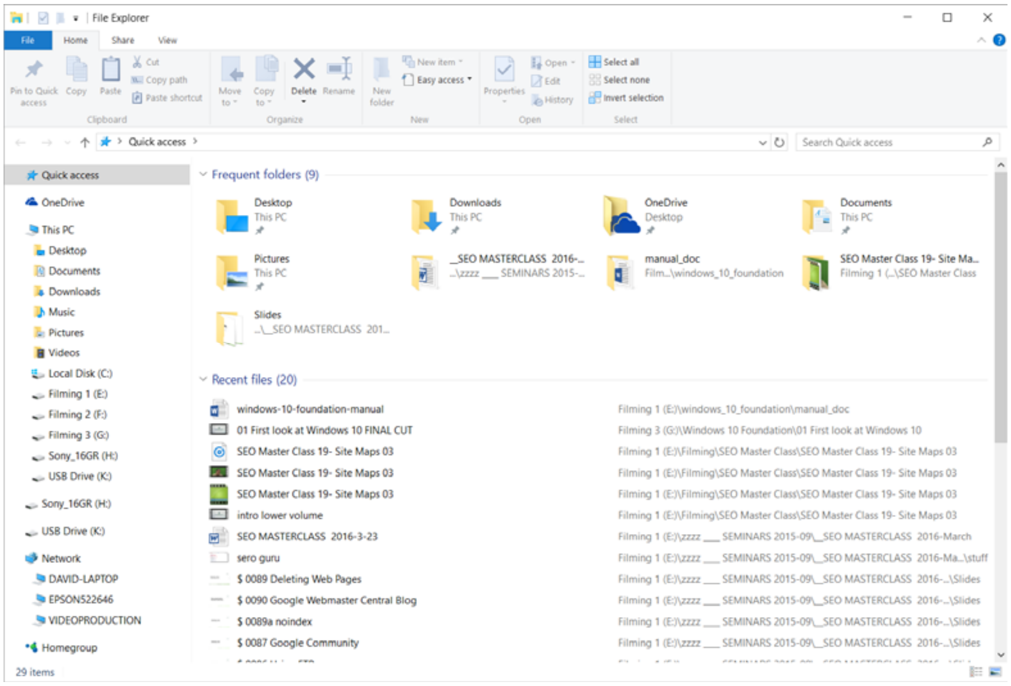
- The Ribbon will then be displayed across the top of the program window.


This PC
File
Computer
View
Properties
Open
Rename
Access media
Map network drive
Add a network location
Open Settings
Uninstall or change a program
System properties
Manage
Location
Network
System
Quick access
OneDrive
This PC
Desktop
Documents
Folders (6)
Desktop
Documents

TIP: If you wanted to remove the Ribbon, you could click on the control and the Ribbon will be minimized.

The File Explorer window

- The File Explorer windows will normally look something like the illustration below.


File Explorer
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Quick access
Search Quick access
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
EPSON522646
VIDEOPRODUCTION
Homegroup
29 items
Frequent folders (9)
Desktop
Downloads
OneDrive
Documents
Pictures
_SEO MASTERCLASS 2016-...
manual_doc
SEO Master Class 19- Site Ma...
Slides
Recent files (20)

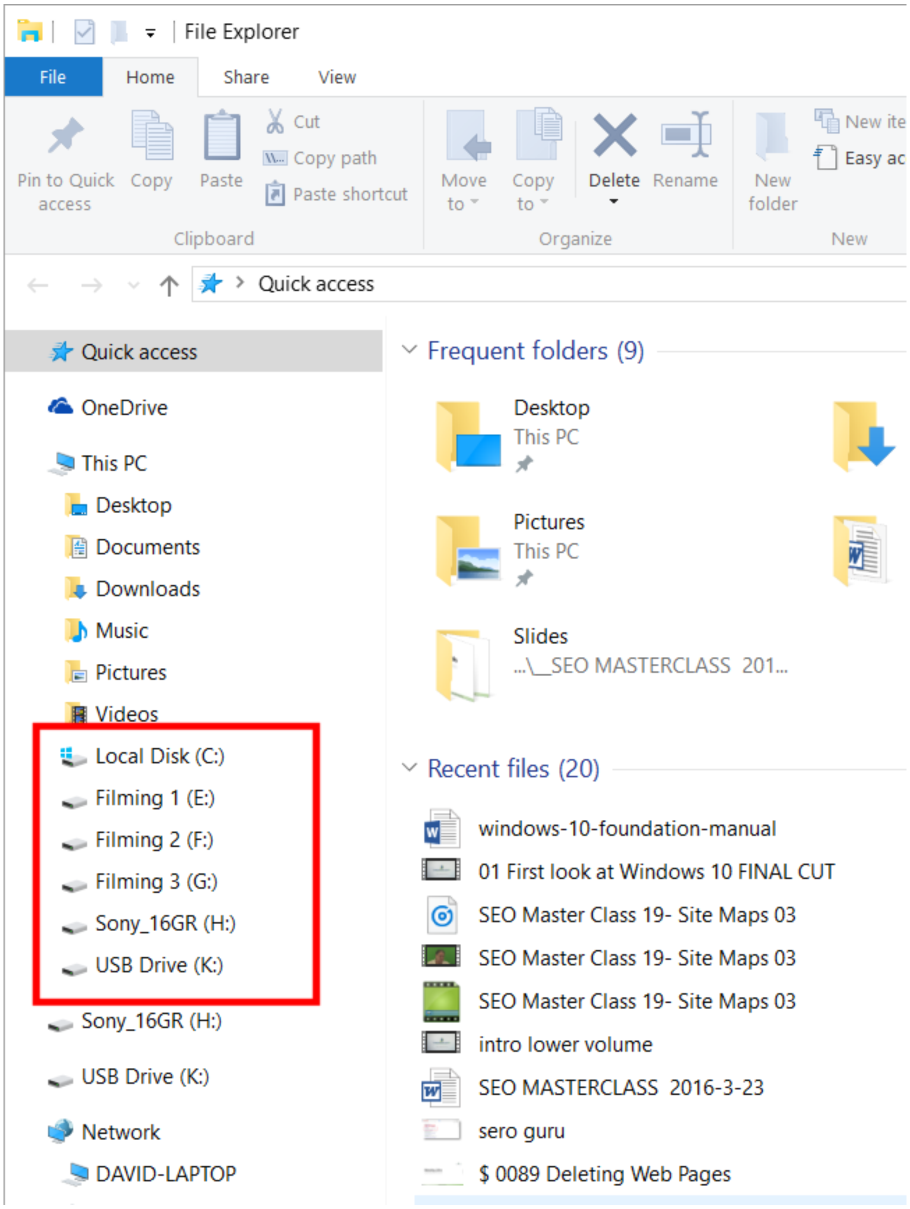
- You need to be able to find your way around the program and to understand the terminology.

File Explorer - Folders

- Folders are containers that you can store files in. By default, Windows creates a number of folders for its own purposes. You can also create, rename, move and delete new folders manually.

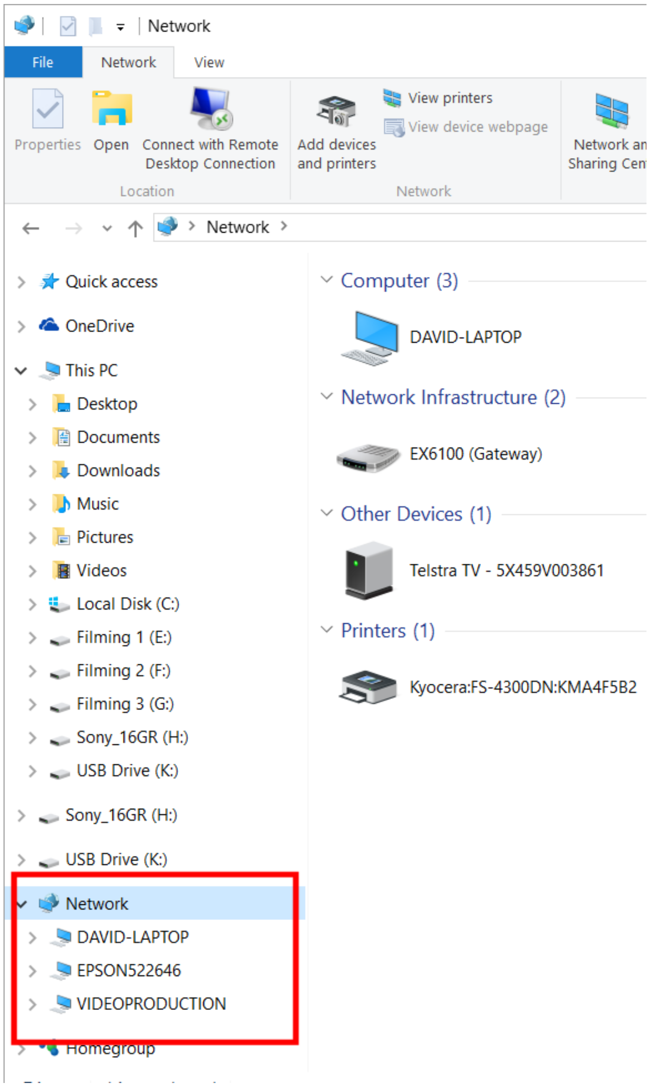
File Explorer - Devices

- These are the storage devices you have access to such as your local hard disk, DVDs, Flash drives etc.


File Explorer
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New ite
Easy ac
New
Quick access
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
Frequent folders (9)
Desktop
This PC
Pictures
This PC
Slides
..._SEO MASTERCLASS 201...
Recent files (20)
windows-10-foundation-manual
01 First look at Windows 10 FINAL CUT
SEO Master Class 19- Site Maps 03
SEO Master Class 19- Site Maps 03
SEO Master Class 19- Site Maps 03
intro lower volume
SEO MASTERCLASS 2016-3-23
sero guru
$ 0089 Deleting Web Pages

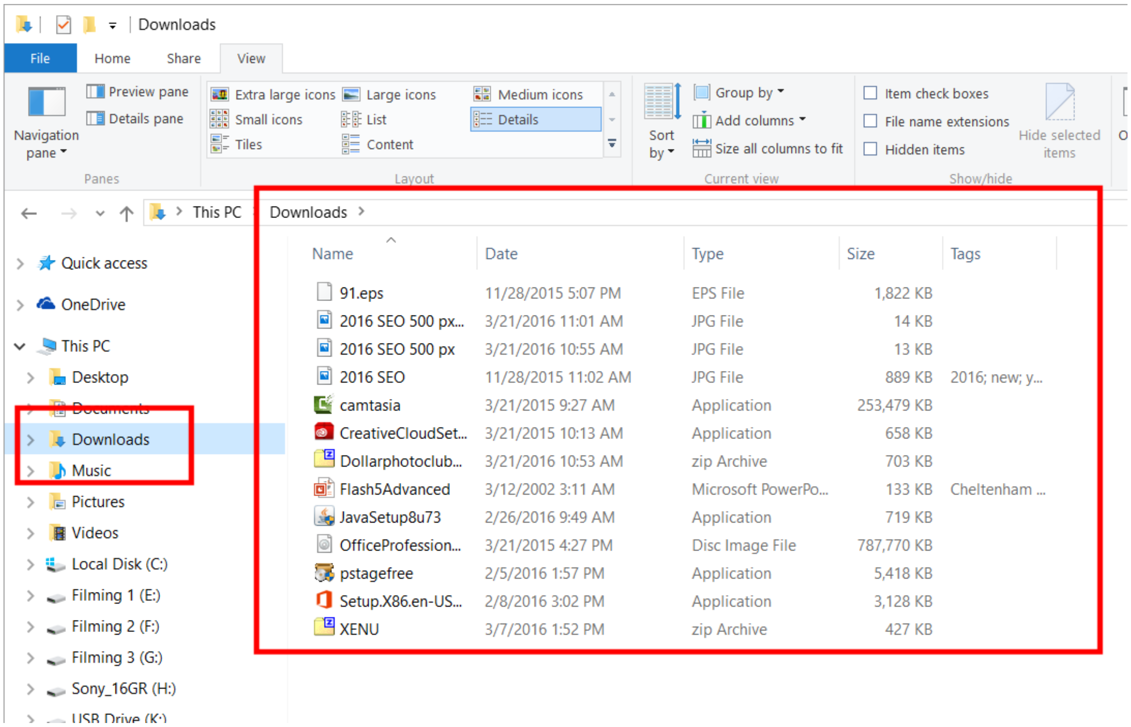
File Explorer – Network Locations

- As the name implies, Network Connections are the places on the network that you have access to.


Network
File
Network
View
Properties
Open
Connect with Remote Desktop Connection
Location
Add devices and printers
View printers
View device webpage
Network
Network an Sharing Cen
Network
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
EPSON522646
VIDEOPRODUCTION
Homegroup
Computer (3)
DAVID-LAPTOP
Network Infrastructure (2)
EX6100 (Gateway)
Other Devices (1)
Telstra TV - 5X459V003861
Printers (1)
Kyocera:FS-4300DN:KMA4F5B2

File Explorer - Downloads

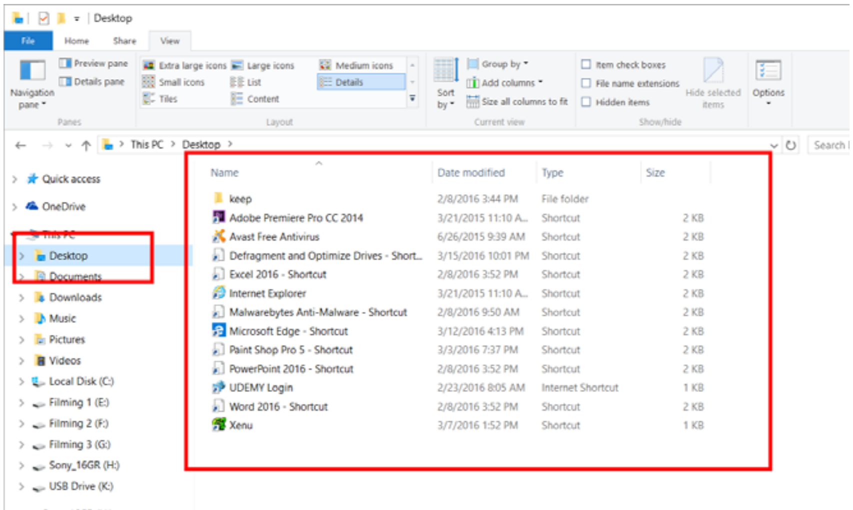
- When you download files from the Internet, by default the files will be downloaded to the **Downloads** folder.


Downloads
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
This PC
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)

Name	Date	Type	Size	Tags
91.eps	11/28/2015 5:07 PM	EPS File	1,822 KB	
2016 SEO 500 px...	3/21/2016 11:01 AM	JPG File	14 KB	
2016 SEO 500 px	3/21/2016 10:55 AM	JPG File	13 KB	
2016 SEO	11/28/2015 11:02 AM	JPG File	889 KB	2016; new; y...
camtasia	3/21/2015 9:27 AM	Application	253,479 KB	
CreativeCloudSet...	3/21/2015 10:13 AM	Application	658 KB	
Dollarphotoclub...	3/21/2016 10:53 AM	zip Archive	703 KB	
Flash5Advanced	3/12/2002 3:11 AM	Microsoft PowerPo...	133 KB	Cheltenham ...
JavaSetup8u73	2/26/2016 9:49 AM	Application	719 KB	
OfficeProfession...	3/21/2015 4:27 PM	Disc Image File	787,770 KB	
pstagefree	2/5/2016 1:57 PM	Application	5,418 KB	
Setup.X86.en-US...	2/8/2016 3:02 PM	Application	3,128 KB	
XENU	3/7/2016 1:52 PM	zip Archive	427 KB	

File Explorer - Desktop

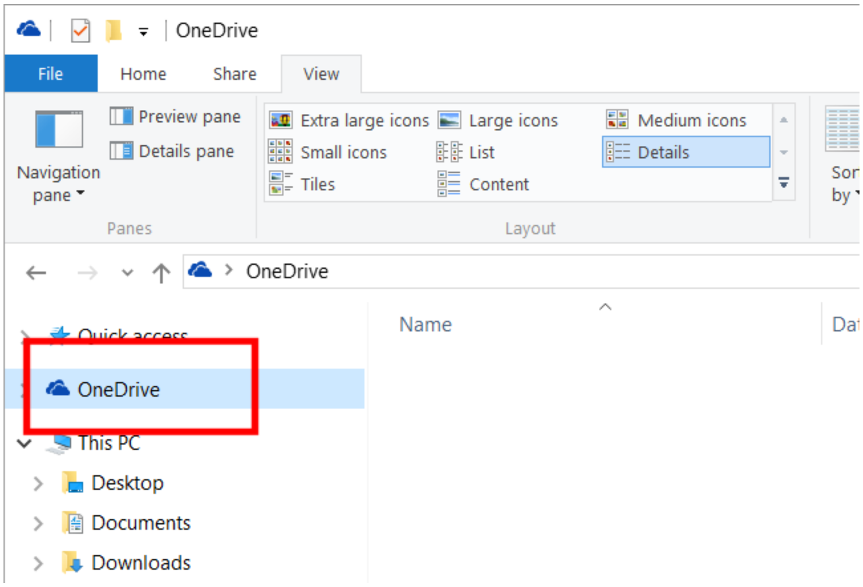
- Files or folders that are copied or moved to the Desktop folder will also be displayed on the Windows Desktop screen. A typical Desktop screen is shown below.


Desktop
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
Options
This PC
Desktop
Search
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)

Name	Date modified	Type	Size
keep	2/8/2016 3:44 PM	File folder	
Adobe Premiere Pro CC 2014	3/21/2015 11:10 A...	Shortcut	2 KB
Avast Free Antivirus	6/26/2015 9:39 AM	Shortcut	2 KB
Defragment and Optimize Drives - Short...	3/15/2016 10:01 PM	Shortcut	2 KB
Excel 2016 - Shortcut	2/8/2016 3:52 PM	Shortcut	2 KB
Internet Explorer	3/21/2015 11:10 A...	Shortcut	2 KB
Malwarebytes Anti-Malware - Shortcut	2/8/2016 9:50 AM	Shortcut	2 KB
Microsoft Edge - Shortcut	3/12/2016 4:13 PM	Shortcut	2 KB
Paint Shop Pro 5 - Shortcut	3/3/2016 7:37 PM	Shortcut	2 KB
PowerPoint 2016 - Shortcut	2/8/2016 3:52 PM	Shortcut	2 KB
UDEMY Login	2/23/2016 8:05 AM	Internet Shortcut	1 KB
Word 2016 - Shortcut	2/8/2016 3:52 PM	Shortcut	2 KB
Xenu	3/7/2016 1:52 PM	Shortcut	1 KB

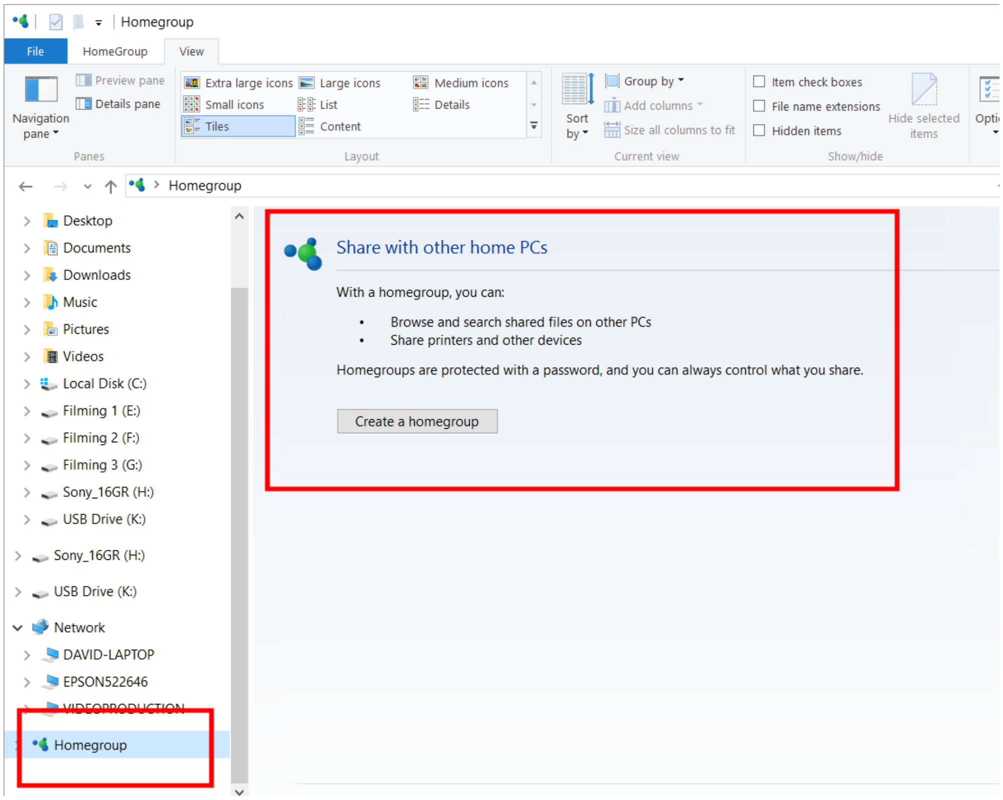
File Explorer – OneDrive

- The OneDrive is simply a storage location in the ‘cloud’. This is actually held on Microsoft servers and has the advantage that you can access this information from any computer within your company. The disadvantage with cloud storage is that this data is also available to spy agencies such as the NSA and GCHQ.


OneDrive
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
OneDrive
Name
Dat
Quick access
OneDrive
This PC
Desktop
Documents
Downloads

File Explorer – Homegroup

- The Homegroup is the local area network group that you have access to. Within the home, you can link up individual computers, printers and other devices. Within the office your computer will normally have been configured for you so that you can communicate with the people you need to talk to and in most cases you will be able to swap files and share devices.



Share with other home PCs

With a homegroup, you can:

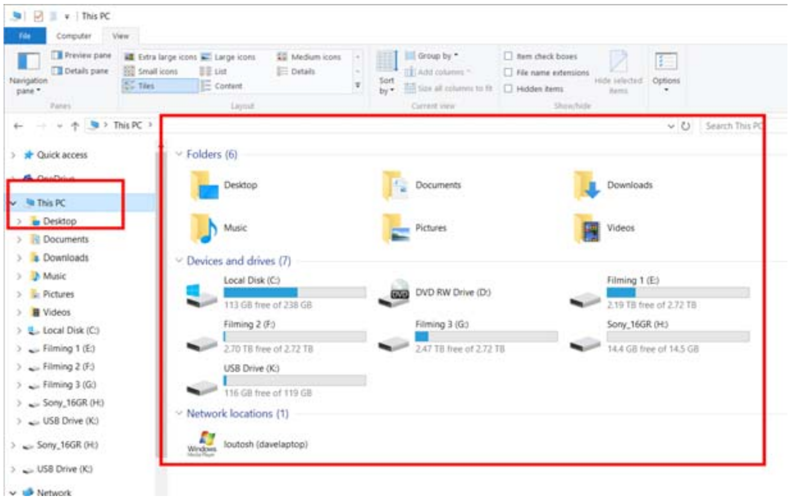
- Browse and search shared files on other PCs
- Share printers and other devices

Homegroups are protected with a password, and you can always control what you share.

Homegroup
File
HomeGroup
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
Opti
Homegroup
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
EPSON522646
VIDEOPRODUCTION
Homegroup
Create a homegroup

File Explorer – This PC

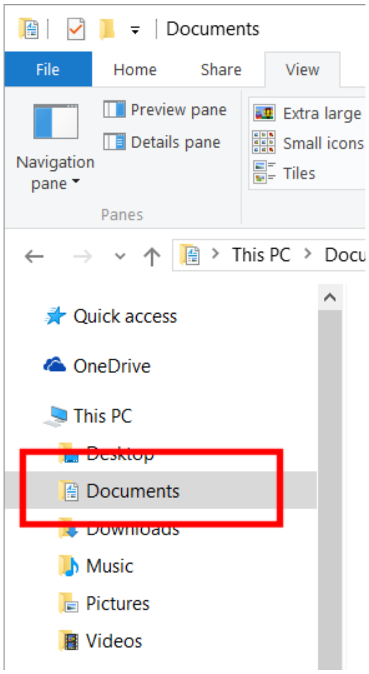
- This section of the window summarizes all the resources that you have access to on your local PC.



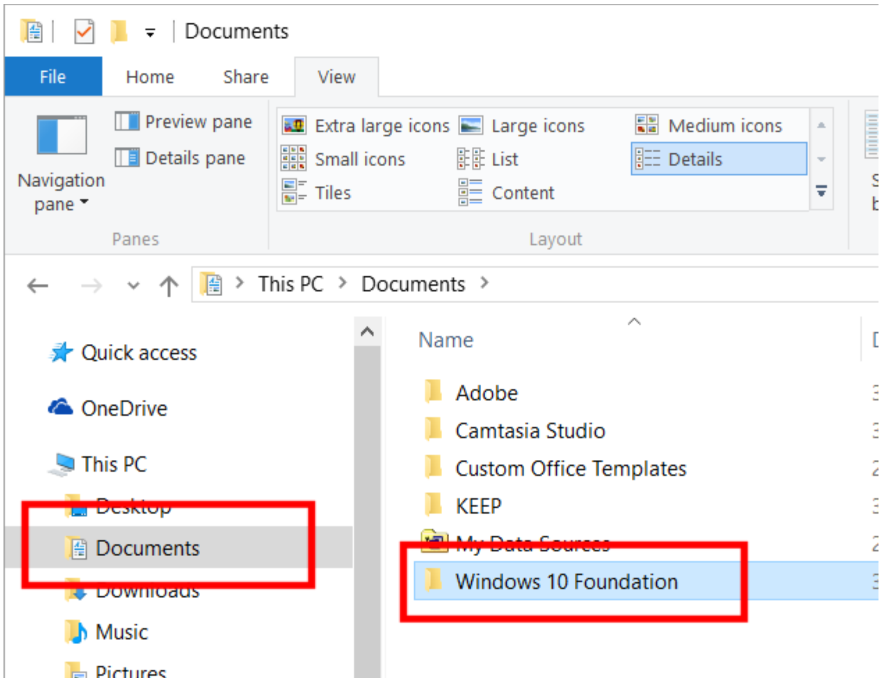
This PC
File
Computer
View
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
Search This PC
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (7)
Local Disk (C:)
113 GB free of 238 GB
DVD RW Drive (D:)
Filming 1 (E:)
2.19 TB free of 2.72 TB
Filming 2 (F:)
2.70 TB free of 2.72 TB
Filming 3 (G:)
2.47 TB free of 2.72 TB
Sony_16GR (H:)
14.4 GB free of 14.5 GB
USB Drive (K:)
116 GB free of 119 GB
Network locations (1)
loutosh (davelaptop)

Displaying the contents of a particular folder

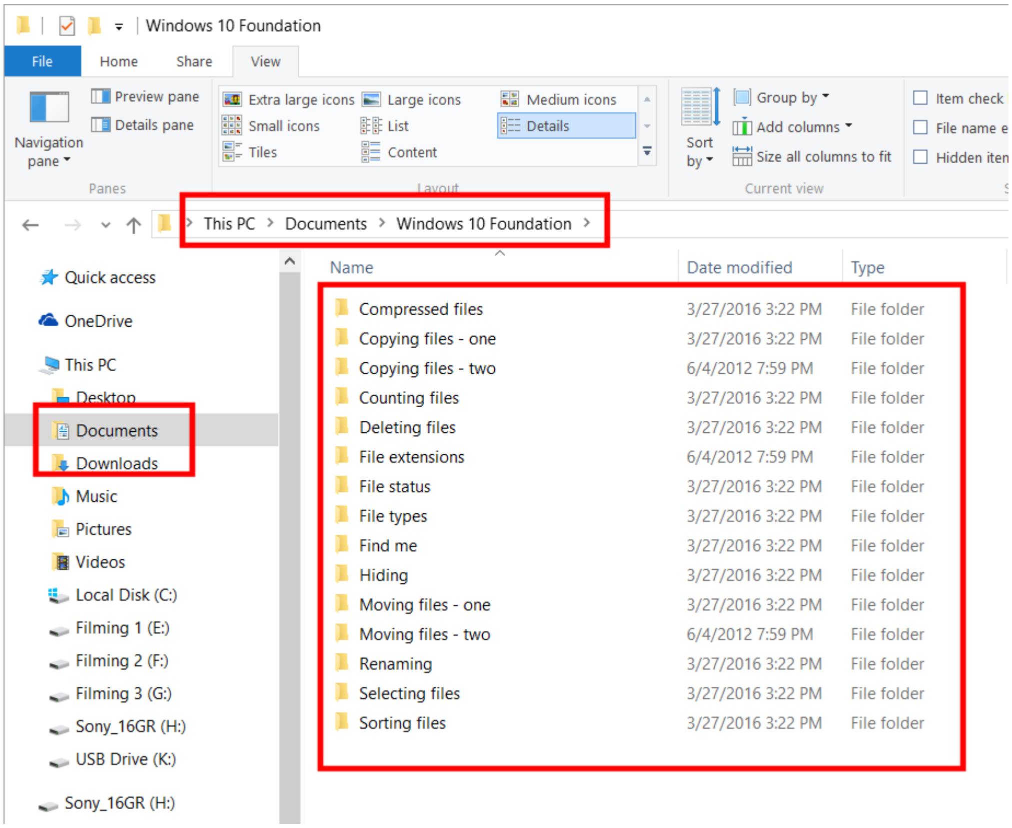
- During this course you will use some sample files that have been created for you. These sample files are stored in a folder called **Windows 10 Foundation**, which in turn is stored under a folder called **Documents**.
- To display the contents of the **Documents** folder, click on the **Documents** folder, as illustrated.


Documents
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large
Small icons
Tiles
This PC
Docu
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos

- If you look at the right hand section of the window you will see the **Windows 10 Foundation** folder. In some cases, you may have to scroll down to see this.

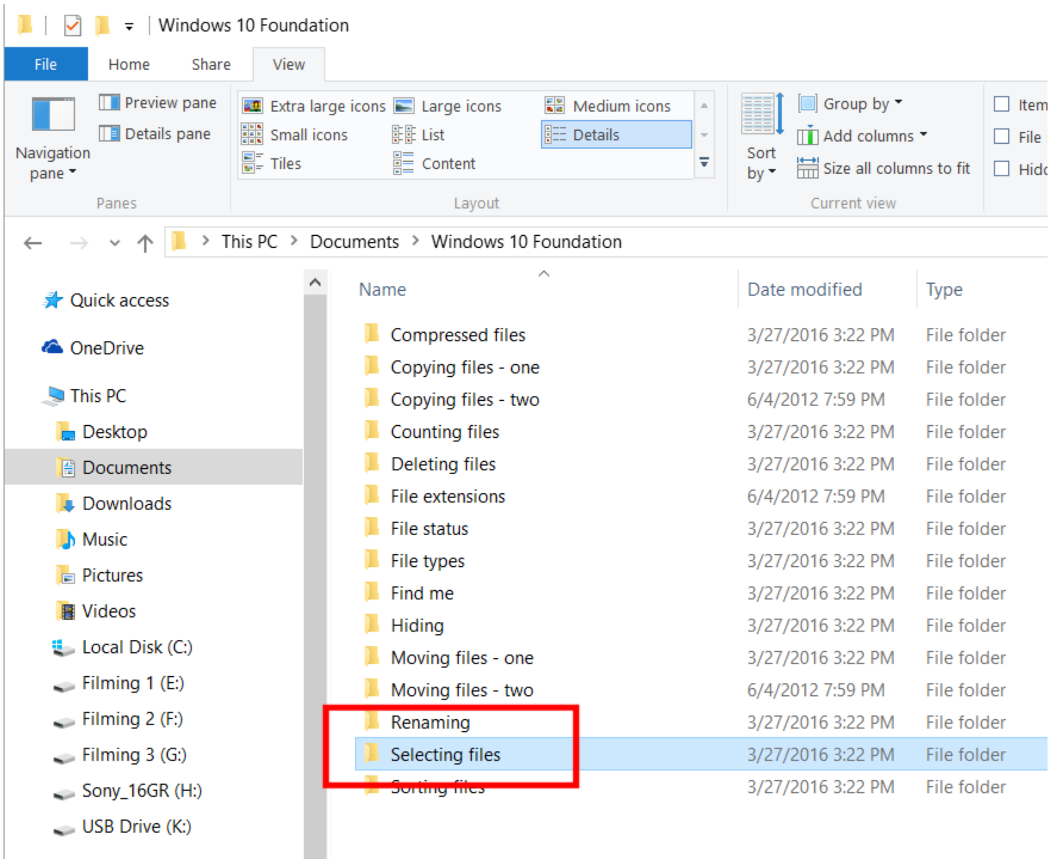

Documents
File
Home
Share
View
Preview pane
Details pane
Navigation pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
This PC > Documents >
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Name
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation

- Double click on the **Windows 10 Foundation** folder to display the contents of that folder.


Windows 10 Foundation
File
Home
Share
View
Preview pane
Details pane
Navigation pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check
File name e
Hidden iten
This PC > Documents > Windows 10 Foundation >
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)

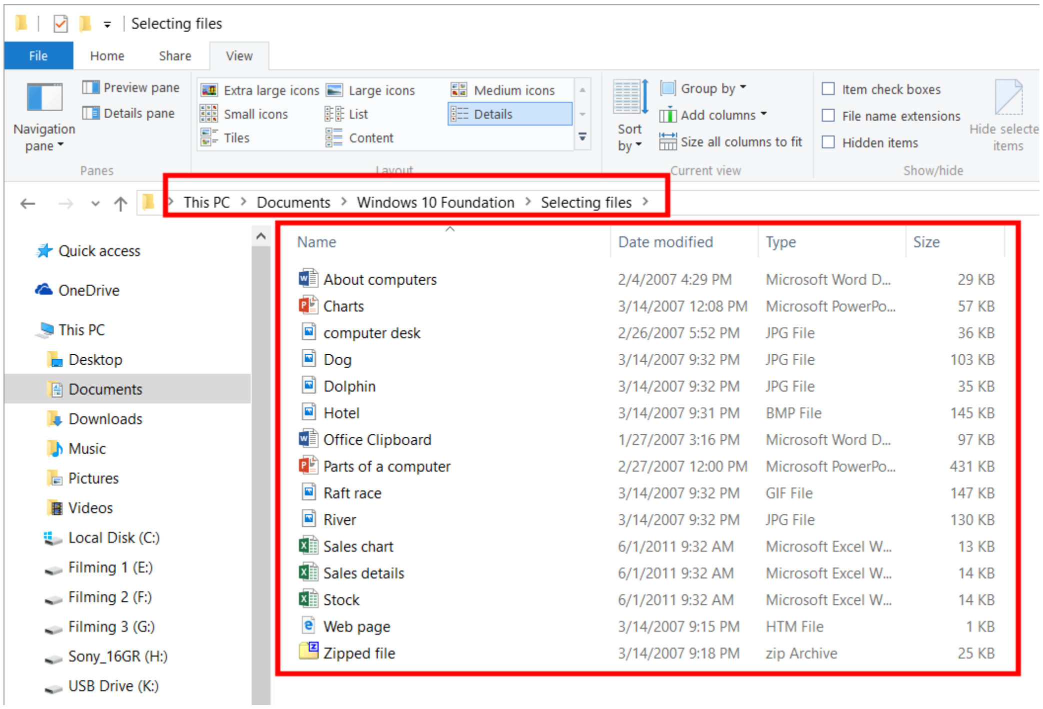
Name	Date modified	Type
Compressed files	3/27/2016 3:22 PM	File folder
Copying files - one	3/27/2016 3:22 PM	File folder
Copying files - two	6/4/2012 7:59 PM	File folder
Counting files	3/27/2016 3:22 PM	File folder
Deleting files	3/27/2016 3:22 PM	File folder
File extensions	6/4/2012 7:59 PM	File folder
File status	3/27/2016 3:22 PM	File folder
File types	3/27/2016 3:22 PM	File folder
Find me	3/27/2016 3:22 PM	File folder
Hiding	3/27/2016 3:22 PM	File folder
Moving files - one	3/27/2016 3:22 PM	File folder
Moving files - two	6/4/2012 7:59 PM	File folder
Renaming	3/27/2016 3:22 PM	File folder
Selecting files	3/27/2016 3:22 PM	File folder
Sorting files	3/27/2016 3:22 PM	File folder

- As you can see this folder contains more sub-folders which in turn contains files of further sub-folders.
- Double click on the folder called **Selecting Files**.


Windows 10 Foundation
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item
File
Hidd
This PC
Documents
Windows 10 Foundation
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)

Name	Date modified	Type
Compressed files	3/27/2016 3:22 PM	File folder
Copying files - one	3/27/2016 3:22 PM	File folder
Copying files - two	6/4/2012 7:59 PM	File folder
Counting files	3/27/2016 3:22 PM	File folder
Deleting files	3/27/2016 3:22 PM	File folder
File extensions	6/4/2012 7:59 PM	File folder
File status	3/27/2016 3:22 PM	File folder
File types	3/27/2016 3:22 PM	File folder
Find me	3/27/2016 3:22 PM	File folder
Hiding	3/27/2016 3:22 PM	File folder
Moving files - one	3/27/2016 3:22 PM	File folder
Moving files - two	6/4/2012 7:59 PM	File folder
Renaming	3/27/2016 3:22 PM	File folder
Selecting files	3/27/2016 3:22 PM	File folder
Sorting files	3/27/2016 3:22 PM	File folder

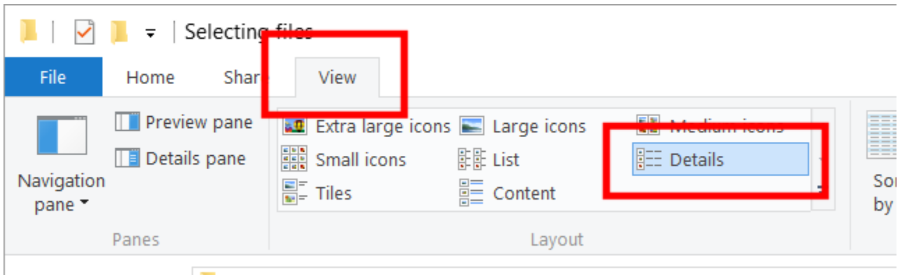
- You will see the files contained within this folder.


Selecting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
This PC › Documents › Windows 10 Foundation › Selecting files
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)

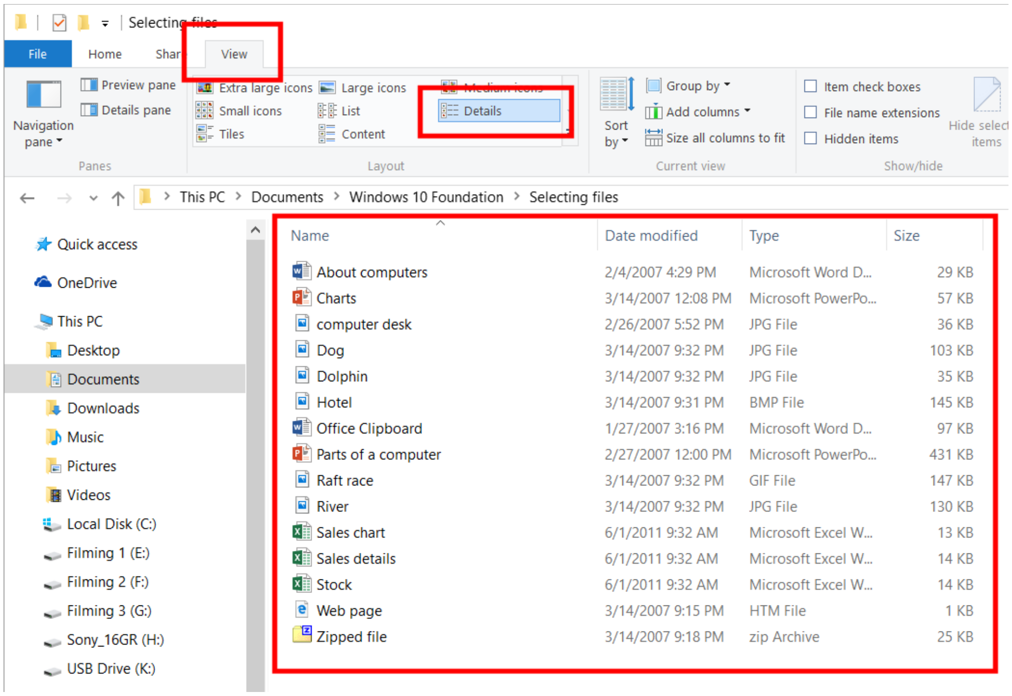
Name	Date modified	Type	Size
About computers	2/4/2007 4:29 PM	Microsoft Word D...	29 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
Dog	3/14/2007 9:32 PM	JPG File	103 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Hotel	3/14/2007 9:31 PM	BMP File	145 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Parts of a computer	2/27/2007 12:00 PM	Microsoft PowerPo...	431 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB
River	3/14/2007 9:32 PM	JPG File	130 KB
Sales chart	6/1/2011 9:32 AM	Microsoft Excel W...	13 KB
Sales details	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Stock	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB
Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB

Changing the View within the File Explorer

- Make sure that the Ribbon is displayed.
- Click on the **View** tab within the Ribbon and take a look at the **Layout** section of the Ribbon.


Selecting files
File
Home
Shar
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
So by

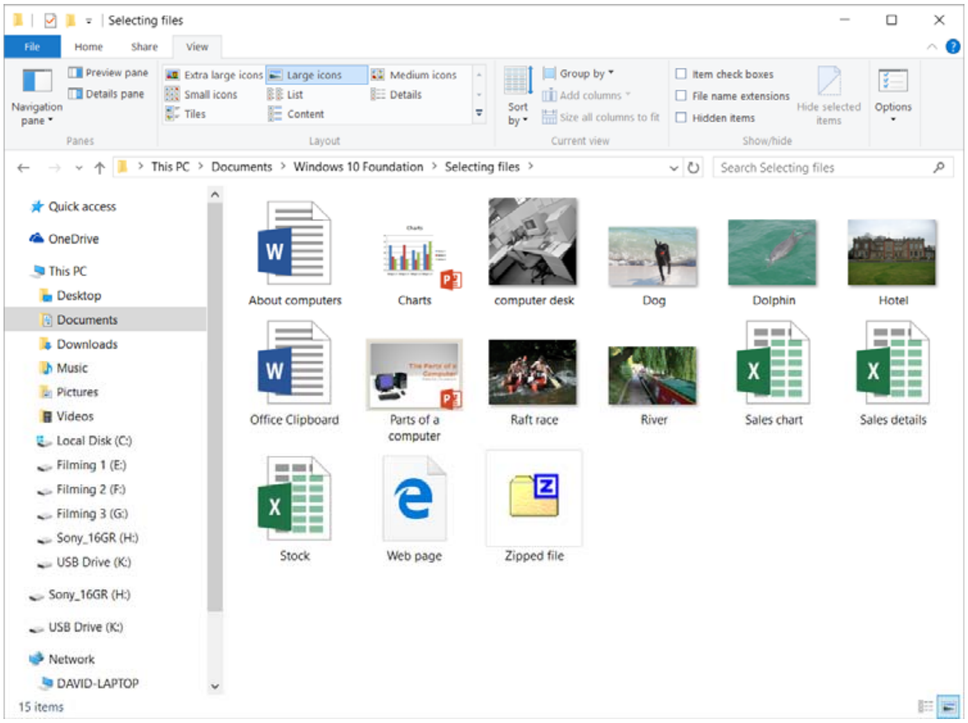
- Click on the **Details** button within the Ribbon. The files will look like this.


Selecting files
File
Home
Share
View
Preview pane
Details pane
Navigation pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
This PC > Documents > Windows 10 Foundation > Selecting files
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)

Name	Date modified	Type	Size
About computers	2/4/2007 4:29 PM	Microsoft Word D...	29 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
Dog	3/14/2007 9:32 PM	JPG File	103 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Hotel	3/14/2007 9:31 PM	BMP File	145 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Parts of a computer	2/27/2007 12:00 PM	Microsoft PowerPo...	431 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB
River	3/14/2007 9:32 PM	JPG File	130 KB
Sales chart	6/1/2011 9:32 AM	Microsoft Excel W...	13 KB
Sales details	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Stock	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB
Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB

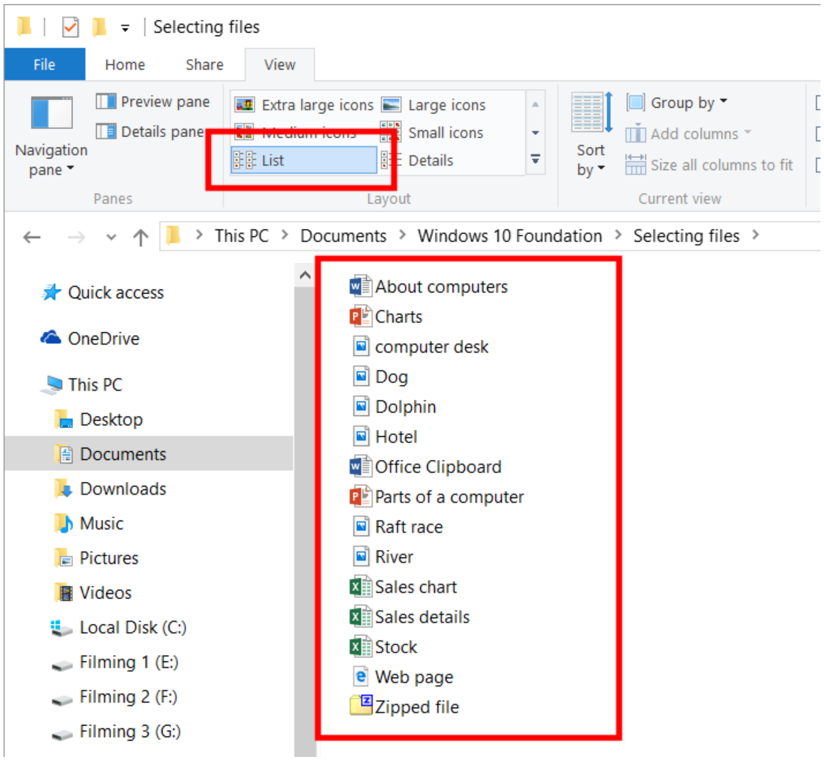
- As you can see details about each file are displayed in columns next to each file. Information such as the File modification date, file type and file size are displayed.

- Click on the **Large Icons** button within the Ribbon. The files will look like this.


Selecting files
File
Home
Share
View
Preview pane
Details pane
Navigation pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Options
Show/hide
This PC > Documents > Windows 10 Foundation > Selecting files
Search Selecting files
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
USB Drive (K:)
Sony_16GR (H:)
USB Drive (K:)
Network
DAVID-LAPTOP
15 items
About computers
Charts
computer desk
Dog
Dolphin
Hotel
Office Clipboard
Parts of a computer
Raft race
River
Sales chart
Sales details
Stock
Web page
Zipped file

- This view is useful when sifting through picture or video files.

- Click on the **List** button within the Ribbon. The files will look like this.


Selecting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
This PC > Documents > Windows 10 Foundation > Selecting files
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)

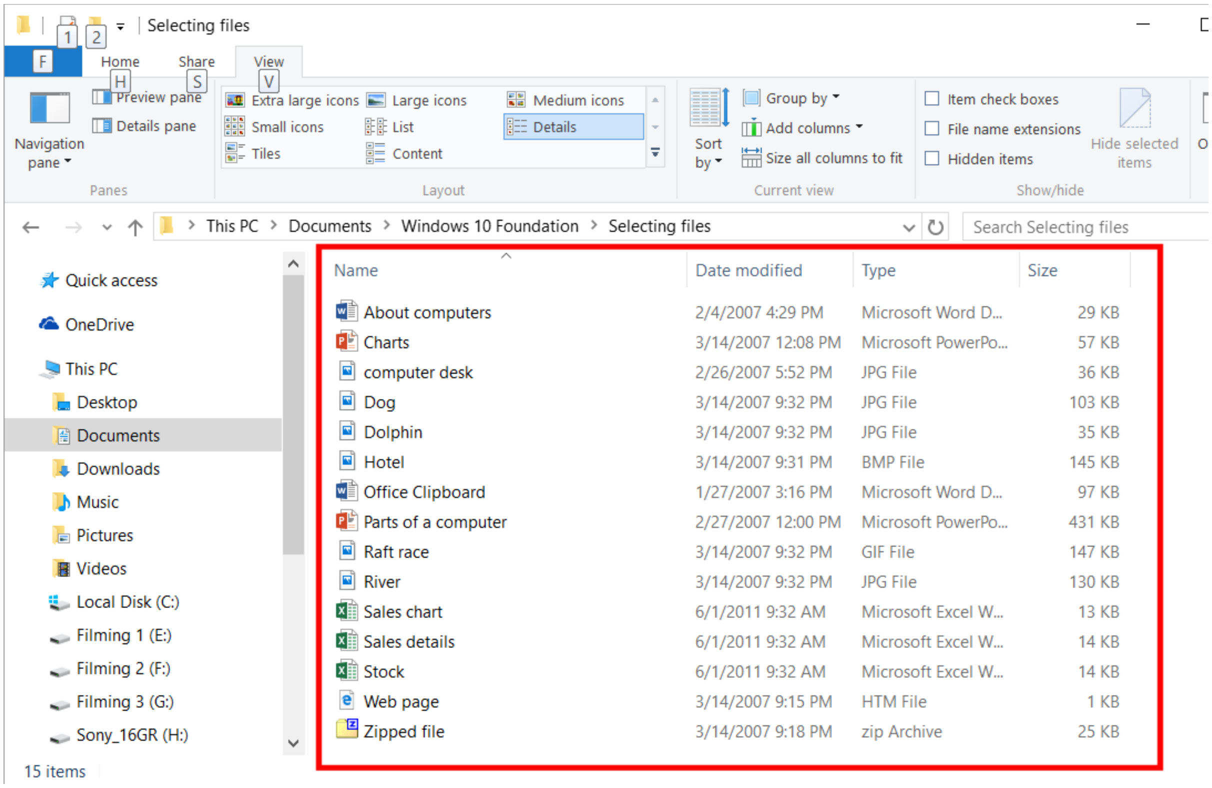
About computers
Charts
computer desk
Dog
Dolphin
Hotel
Office Clipboard
Parts of a computer
Raft race
River
Sales chart
Sales details
Stock
Web page
Zipped file

- As you can see in **List** view just the file name is displayed, nothing else.

- Before continuing set the view type to **Details**.

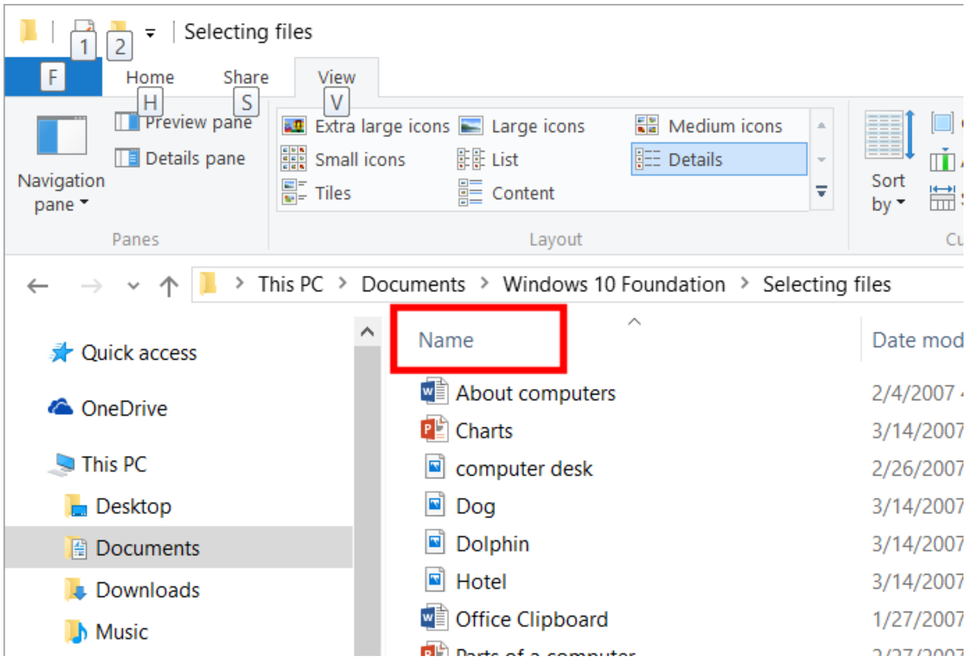
Changing the sort order in Details view

- Make sure that you are looking at files displayed in **Details** view. By default, the files are normally displayed in alphabetical file name order.


Selecting files
F
Home
Share
View
H
S
V
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
☐ Item check boxes
☐ File name extensions
☐ Hidden items
Hide selected items
Show/hide
This PC > Documents > Windows 10 Foundation > Selecting files
Search Selecting files
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)
15 items

Name	Date modified	Type	Size
About computers	2/4/2007 4:29 PM	Microsoft Word D...	29 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
Dog	3/14/2007 9:32 PM	JPG File	103 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Hotel	3/14/2007 9:31 PM	BMP File	145 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Parts of a computer	2/27/2007 12:00 PM	Microsoft PowerPo...	431 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB
River	3/14/2007 9:32 PM	JPG File	130 KB
Sales chart	6/1/2011 9:32 AM	Microsoft Excel W...	13 KB
Sales details	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Stock	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB
Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB

- To display the files in reverse alphabetical order, click on the **Name** header at the top of the column displaying the file name.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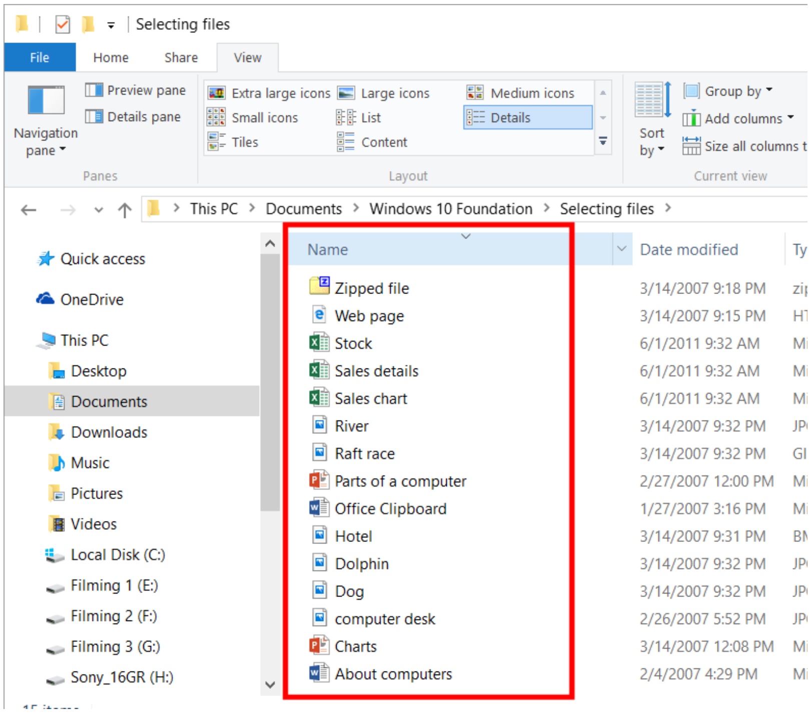
computer desk
Dog
Dolphin
Hotel
Office Clipboard
2/4/2007
3/14/2007
2/26/2007
3/14/2007
3/14/2007
3/14/2007
1/27/2007

- The files will now look like this.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Medium icons
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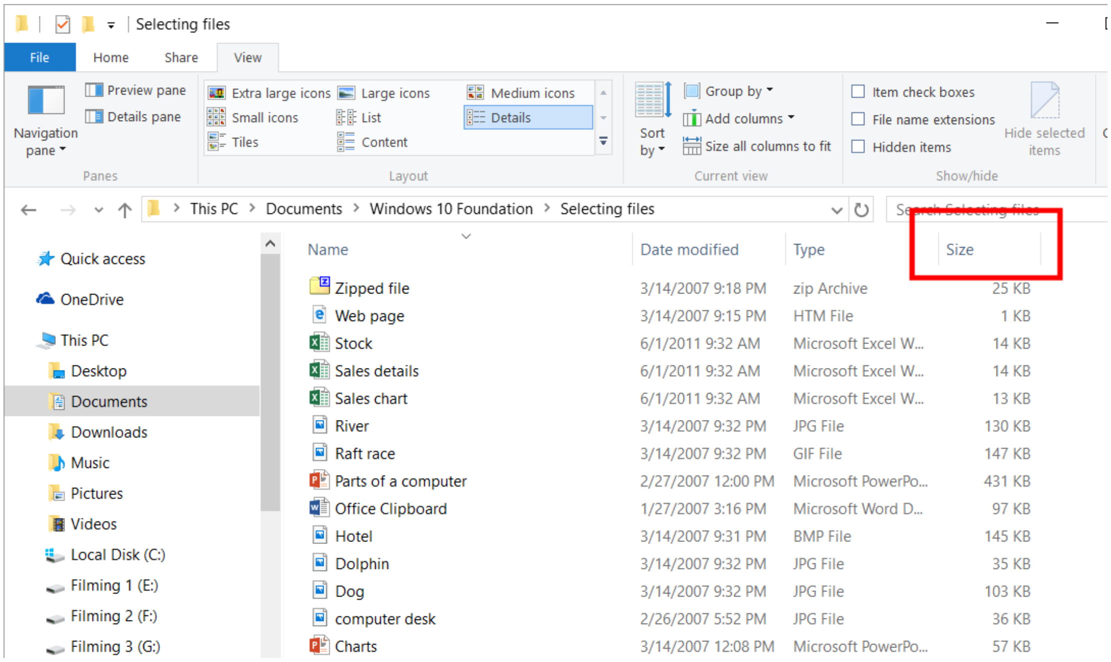
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
Sony_16GR (H:)

Name	Date modified
Zipped file	3/14/2007 9:18 PM
Web page	3/14/2007 9:15 PM
Stock	6/1/2011 9:32 AM
Sales details	6/1/2011 9:32 AM
Sales chart	6/1/2011 9:32 AM
River	3/14/2007 9:32 PM
Raft race	3/14/2007 9:32 PM
Parts of a computer	2/27/2007 12:00 PM
Office Clipboard	1/27/2007 3:16 PM
Hotel	3/14/2007 9:31 PM
Dolphin	3/14/2007 9:32 PM
Dog	3/14/2007 9:32 PM
computer desk	2/26/2007 5:52 PM
Charts	3/14/2007 12:08 PM
About computers	2/4/2007 4:29 PM

- To reverse this effect so that the files are once again displayed in alphabetical order, re-click on the header **Name** button.

- To display the file is ascending or reverse file size order click on the **Size** header area.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Medium icons
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Size all columns to fit
Current view
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Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
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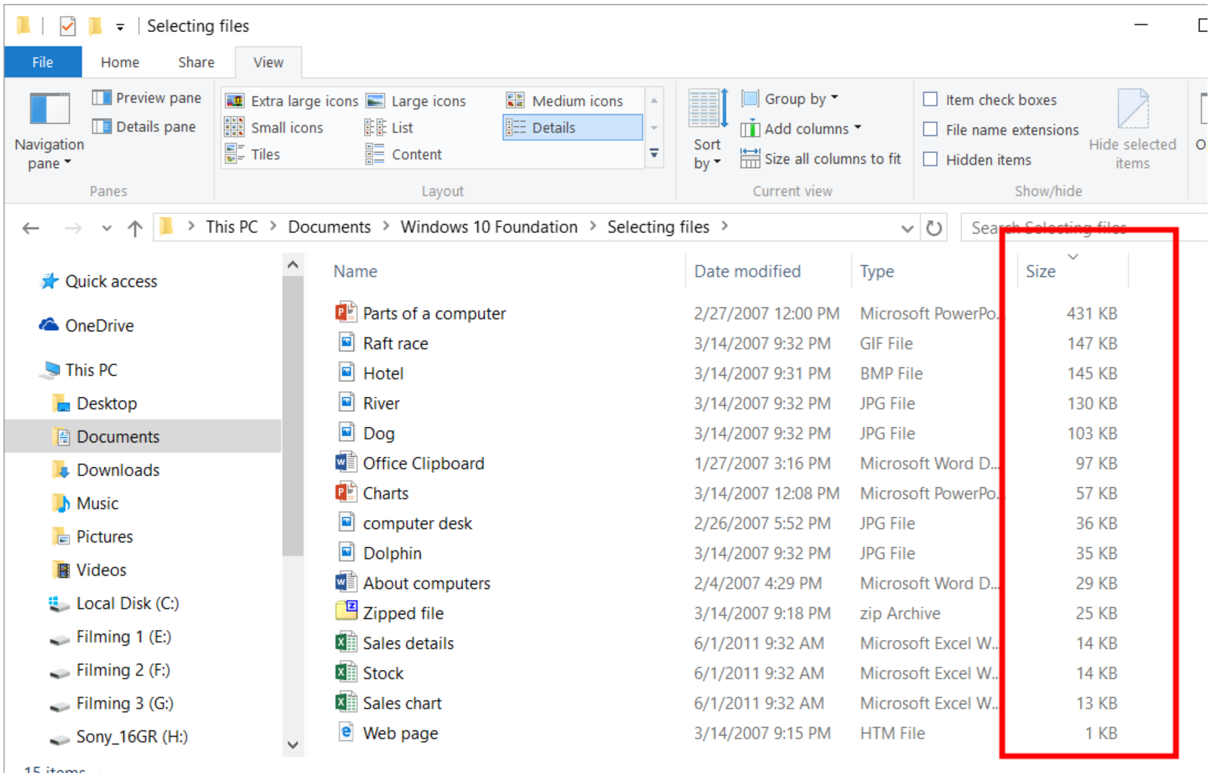
Name	Date modified	Type	Size
Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB
Stock	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Sales details	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Sales chart	6/1/2011 9:32 AM	Microsoft Excel W...	13 KB
River	3/14/2007 9:32 PM	JPG File	130 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB
Parts of a computer	2/27/2007 12:00 PM	Microsoft PowerPo...	431 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Hotel	3/14/2007 9:31 PM	BMP File	145 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Dog	3/14/2007 9:32 PM	JPG File	103 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB

- As you can see the files are now listed by file size.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Size all columns to fit
Current view
☐ Item check boxes
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Hide selected items
Show/hide
This PC > Documents > Windows 10 Foundation > Selecting files
Search Selecting files
Quick access
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Dog	3/14/2007 9:32 PM	JPG File	103 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
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Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB
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Stock	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Sales chart	6/1/2011 9:32 AM	Microsoft Excel W...	13 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB

- Experiment with reordering the files by the date of the last modification and also by type.

- Before continuing, make sure that the files are listed in alphabetical name order.

Drives, Folders and Files

- When accessing a hard disk, whether it is local to your machine or perhaps located on a network, Windows uses a system of drive letters to serve as logical pointers to the different physical drives you have access to. From each drive letter it is possible to access all of your files stored on that particular physical drive.

- If all of the files were held together in one place on each drive, the system would be very difficult to use because of the sheer number of files involved. To help organize your files it is possible to create folders (also referred to as directories) to help divide and even sub-divide the files stored within the various logical drives available. A system of hierarchical folders within folders which represent your hard disk are often referred to as the folder (directory) tree, in the same way the very top of the file system is known as the root folder (directory).

- Finally, at the very end of this structure are the various files which we use.

Data storage devices

- **Hard Disk**: Stores your operating system, application programs and data. When you save data, it is normally saved to the hard disk.

  DVD: These have largely replaced diskettes as a way of supplying programs. They can hold a lot more data.

  USB Flash Drives: These are small, stick-like devices that plug into a USB port. They can store Gigabytes of information and are an easy way to transfer data from one computer to another. There are security considerations attached to their use as it is easy to copy large amounts of data to these devices and then take that information out of the office, for this reason many companies ban the use of these devices. When using a USB flash drive the drive is listed within the File Explorer program in exactly the same way that your hard disk is. It will have a drive letter associated with it.

  Network Drives: Seen by your computer as a normal drive, but in reality the network drive is a folder located on another computer which is connected to the network.

File sizes and disk storage capacities

- Each file stored on a disk is a certain size. Some files such as those that only contain text are very small while others containing applications or videos can be enormous. The capacity of storage disks is often quoted in Gigabytes.

- The basic storage unit is called a bit. The relationship between storage values is illustrated below:

  Bit:
  1 or 0 level of storage is called a Bit

  Byte:
  Eight bits is called one Byte

  KB, Kilobyte:
  A Kilobyte (KB) consists of approximately one thousand Bytes

  MB, Megabyte:
  A Megabyte (MB) is approximately one million Bytes

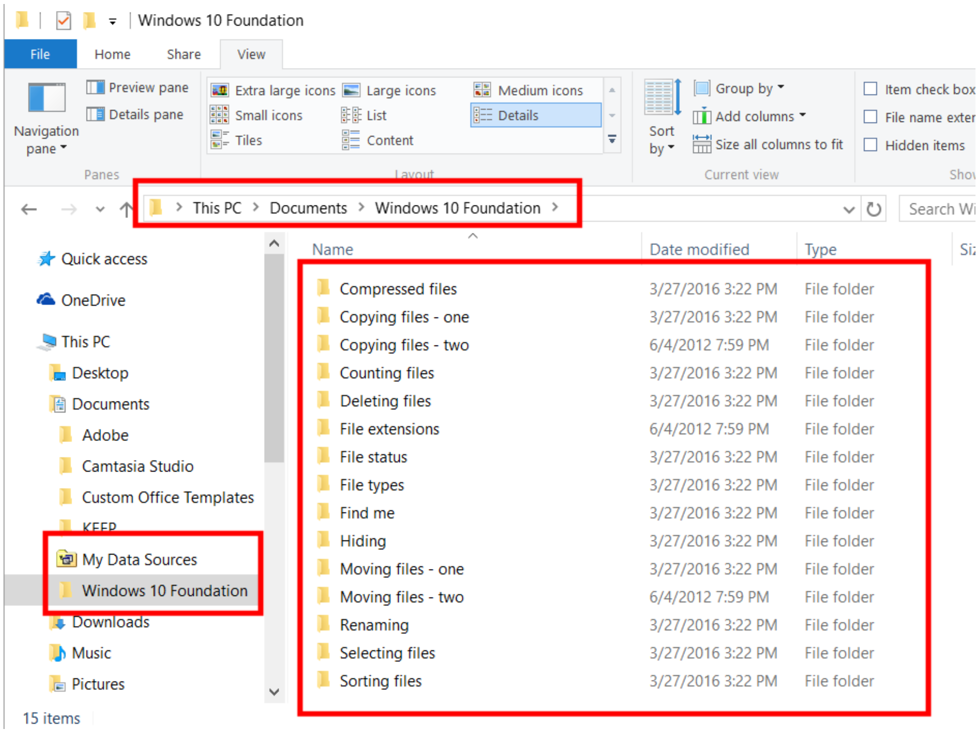
  GB, Gigabyte:
  A Gigabyte consists of approximately one thousand Megabytes

  TB, Terabyte:
  A terabyte (TB) is approximately one thousand Gigabytes

Manipulating Folders

Creating a folder

- If necessary open the **File Explorer** and navigate to the **Windows 10 Foundation** folder (located under the **Documents** folder).


Windows 10 Foundation
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Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
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Current view
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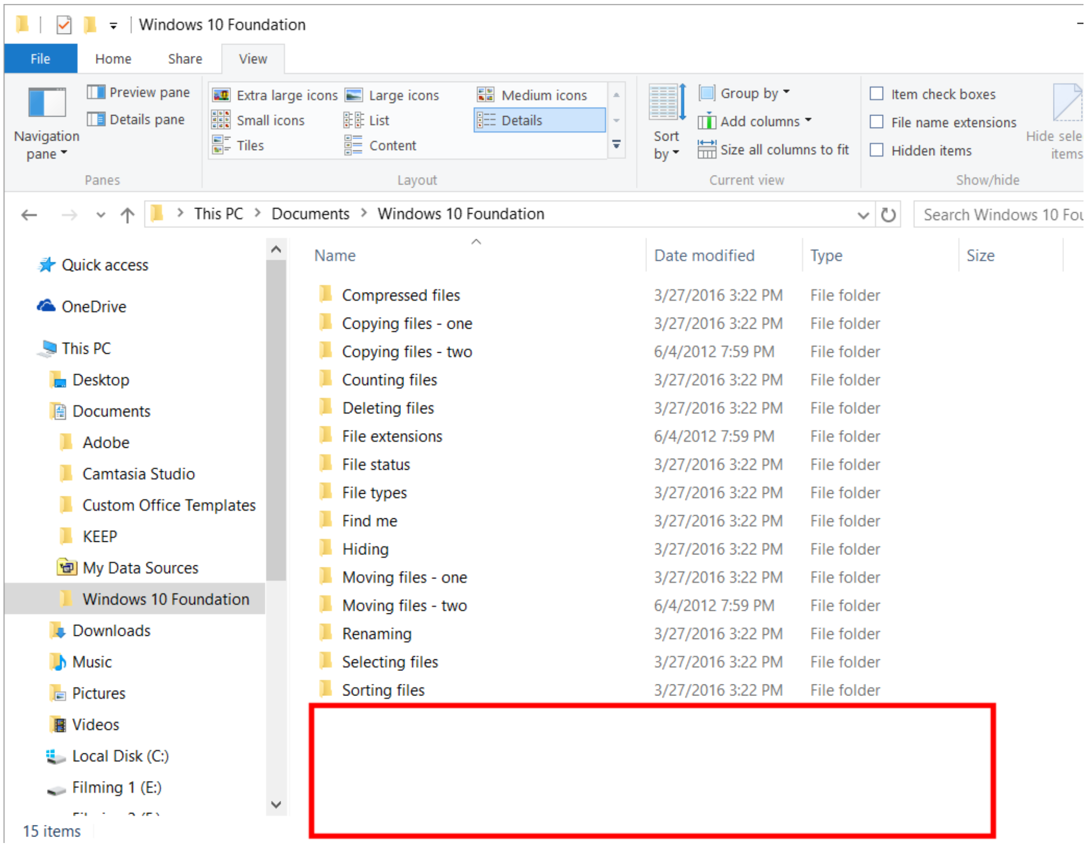
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Downloads
Music
Pictures
15 items

Name	Date modified	Type
Compressed files	3/27/2016 3:22 PM	File folder
Copying files - one	3/27/2016 3:22 PM	File folder
Copying files - two	6/4/2012 7:59 PM	File folder
Counting files	3/27/2016 3:22 PM	File folder
Deleting files	3/27/2016 3:22 PM	File folder
File extensions	6/4/2012 7:59 PM	File folder
File status	3/27/2016 3:22 PM	File folder
File types	3/27/2016 3:22 PM	File folder
Find me	3/27/2016 3:22 PM	File folder
Hiding	3/27/2016 3:22 PM	File folder
Moving files - one	3/27/2016 3:22 PM	File folder
Moving files - two	6/4/2012 7:59 PM	File folder
Renaming	3/27/2016 3:22 PM	File folder
Selecting files	3/27/2016 3:22 PM	File folder
Sorting files	3/27/2016 3:22 PM	File folder

- Move the mouse pointer down to an empty part of the screen (on the right-hand side of the screen).


Windows 10 Foundation
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Size all columns to fit
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Camtasia Studio
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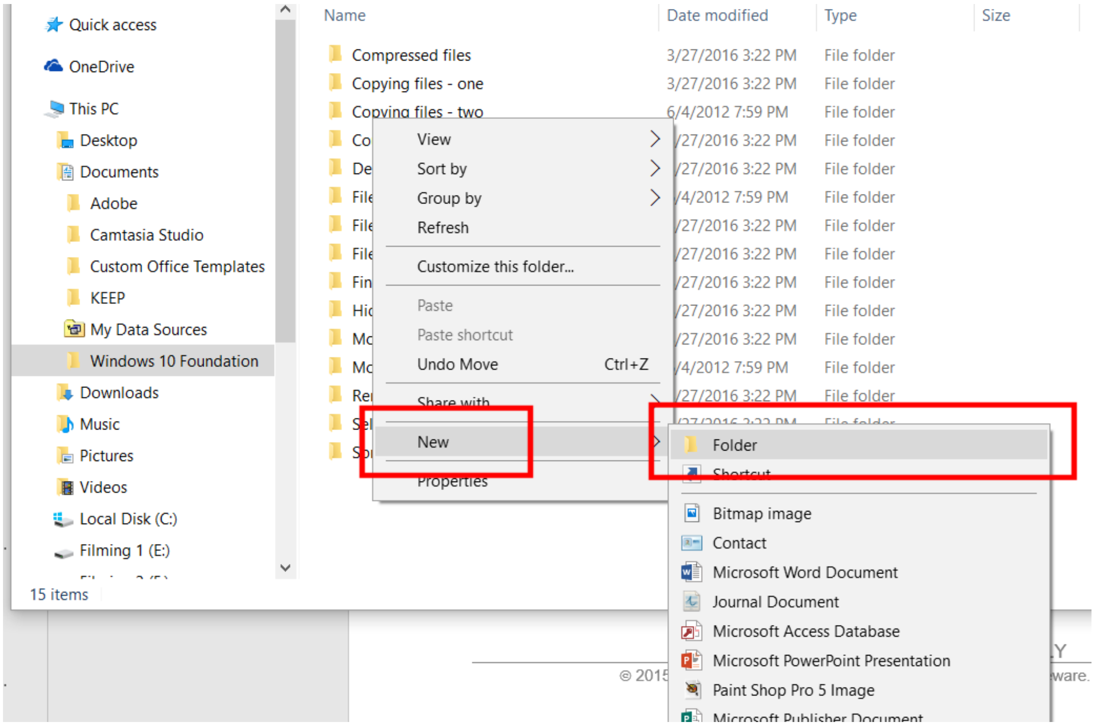
KEEP
My Data Sources
Windows 10 Foundation
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
15 items

Name	Date modified	Type	Size
Compressed files	3/27/2016 3:22 PM	File folder	
Copying files - one	3/27/2016 3:22 PM	File folder	
Copying files - two	6/4/2012 7:59 PM	File folder	
Counting files	3/27/2016 3:22 PM	File folder	
Deleting files	3/27/2016 3:22 PM	File folder	
File extensions	6/4/2012 7:59 PM	File folder	
File status	3/27/2016 3:22 PM	File folder	
File types	3/27/2016 3:22 PM	File folder	
Find me	3/27/2016 3:22 PM	File folder	
Hiding	3/27/2016 3:22 PM	File folder	
Moving files - one	3/27/2016 3:22 PM	File folder	
Moving files - two	6/4/2012 7:59 PM	File folder	
Renaming	3/27/2016 3:22 PM	File folder	
Selecting files	3/27/2016 3:22 PM	File folder	
Sorting files	3/27/2016 3:22 PM	File folder	

- Right click and from the pop-up menu displayed click on the **New** command. A sub-menu is displayed, click on the **Folder** command.


Quick access
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Custom Office Templates
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Windows 10 Foundation
Downloads
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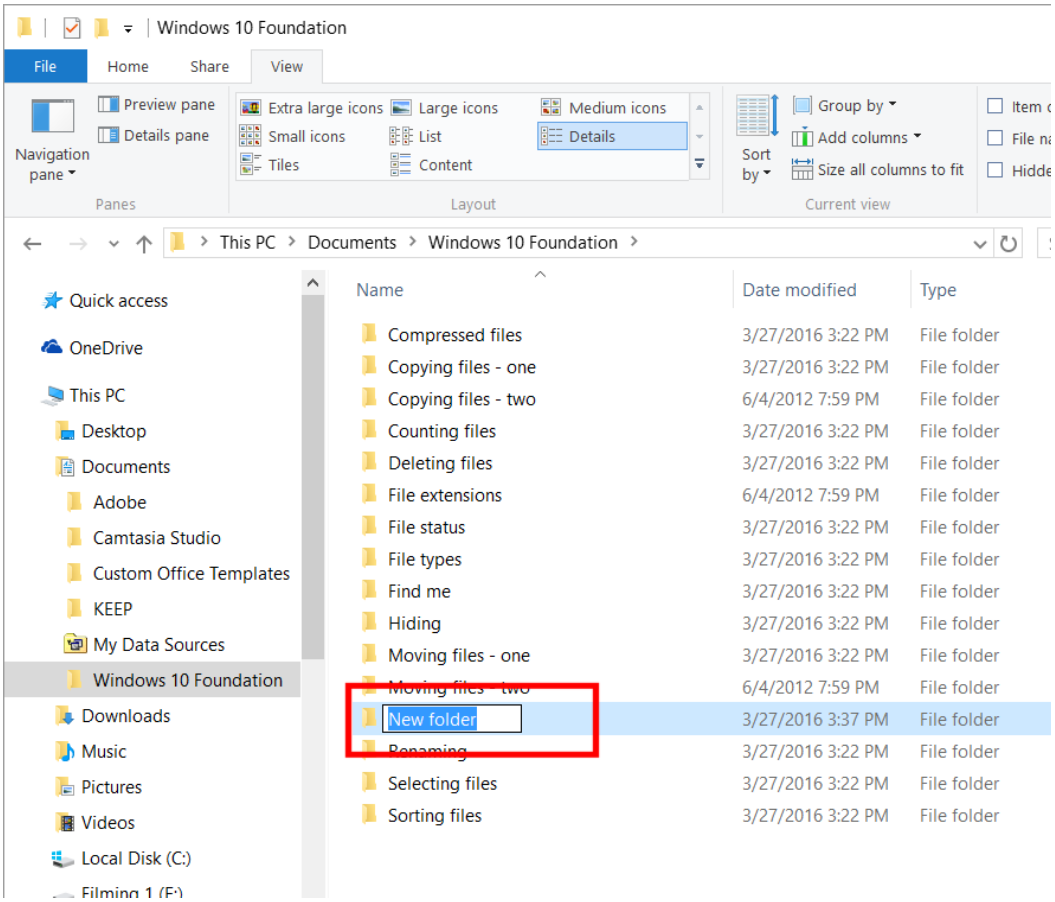
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
15 items
Name
Date modified
Type
Size
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Undo Move Ctrl+Z
Share with
New
Properties
Folder
Shortcut
Bitmap image
Contact
Microsoft Word Document
Journal Document
Microsoft Access Database
Microsoft PowerPoint Presentation
Paint Shop Pro 5 Image
Microsoft Publisher Document

- You will see a new folder is created and displayed within the right side of the File Explorer window.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Pictures
Videos
Local Disk (C:)

Name	Date modified	Type
Compressed files	3/27/2016 3:22 PM	File folder
Copying files - one	3/27/2016 3:22 PM	File folder
Copying files - two	6/4/2012 7:59 PM	File folder
Counting files	3/27/2016 3:22 PM	File folder
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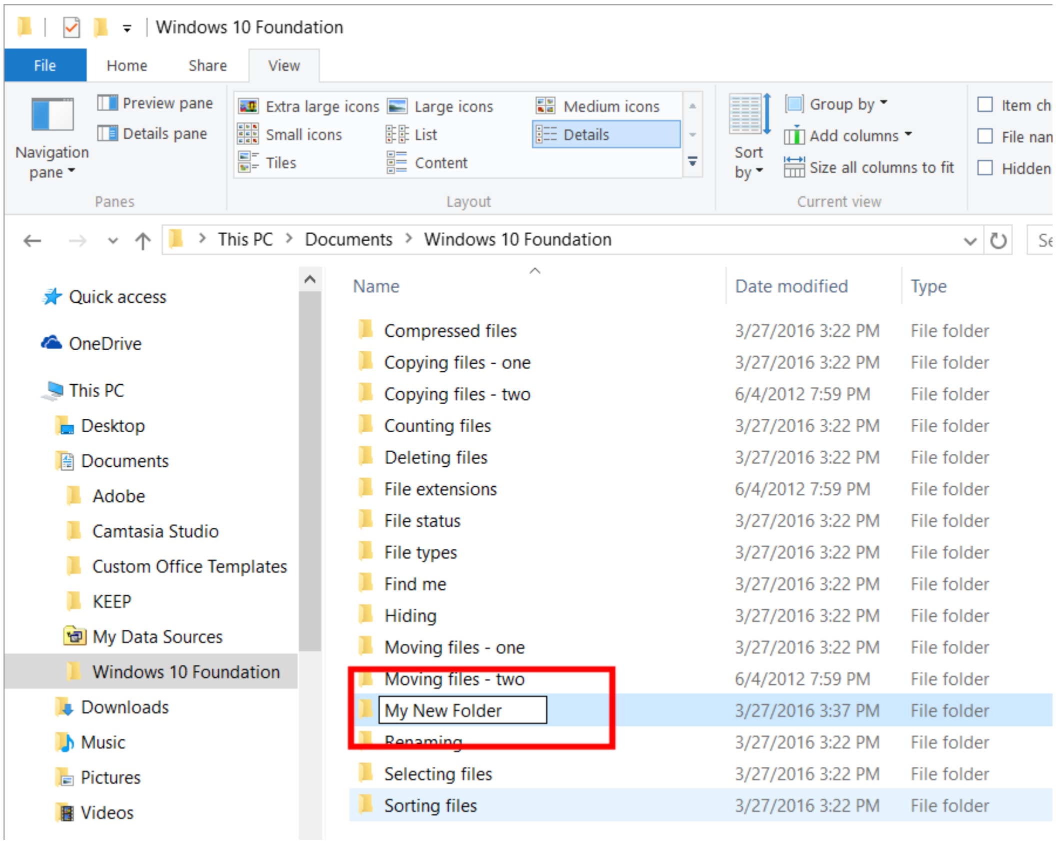
File extensions	6/4/2012 7:59 PM	File folder
File status	3/27/2016 3:22 PM	File folder
File types	3/27/2016 3:22 PM	File folder
Find me	3/27/2016 3:22 PM	File folder
Hiding	3/27/2016 3:22 PM	File folder
Moving files - one	3/27/2016 3:22 PM	File folder
Moving files - two	6/4/2012 7:59 PM	File folder
New folder	3/27/2016 3:37 PM	File folder
Renaming	3/27/2016 3:22 PM	File folder
Selecting files	3/27/2016 3:22 PM	File folder
Sorting files	3/27/2016 3:22 PM	File folder

- You can type in the new name. In this case type in the name **My New Folder**.

  TIP: If you have problems renaming the folder, first select the folder and then press the **F2** key. This will allow you to change the name,

- Press the **Enter** key and your screen will now look like this.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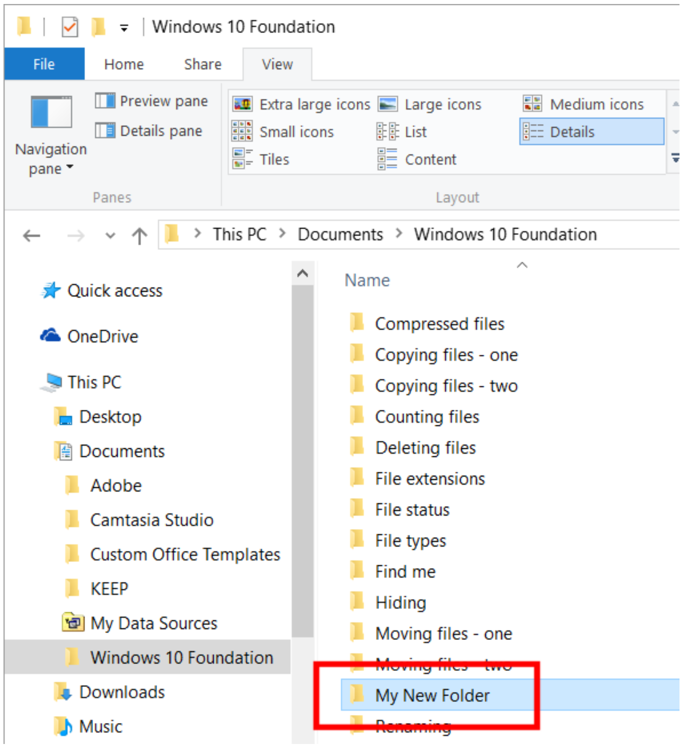
Videos

Name	Date modified	Type
Compressed files	3/27/2016 3:22 PM	File folder
Copying files - one	3/27/2016 3:22 PM	File folder
Copying files - two	6/4/2012 7:59 PM	File folder
Counting files	3/27/2016 3:22 PM	File folder
Deleting files	3/27/2016 3:22 PM	File folder
File extensions	6/4/2012 7:59 PM	File folder
File status	3/27/2016 3:22 PM	File folder
File types	3/27/2016 3:22 PM	File folder
Find me	3/27/2016 3:22 PM	File folder
Hiding	3/27/2016 3:22 PM	File folder
Moving files - one	3/27/2016 3:22 PM	File folder
Moving files - two	6/4/2012 7:59 PM	File folder
My New Folder	3/27/2016 3:37 PM	File folder
Renaming	3/27/2016 3:22 PM	File folder
Selecting files	3/27/2016 3:22 PM	File folder
Sorting files	3/27/2016 3:22 PM	File folder

Creating a sub-folder

- Select the folder called **My New Folder**.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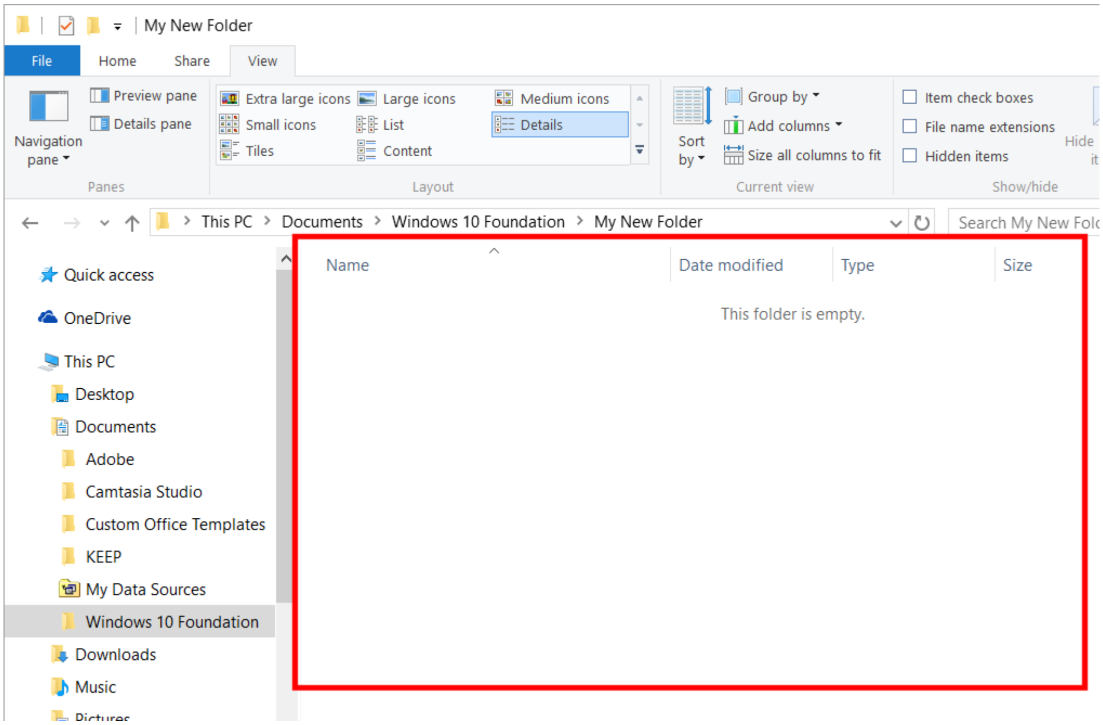
Windows 10 Foundation
Downloads
Music
Name
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming

- Double click on the folder called **My New Folder** so that you move to that folder. You have just created this folder so not surprisingly the folder is empty, as illustrated below.


My New Folder
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Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
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Show/hide
This PC > Documents > Windows 10 Foundation > My New Folder
Search My New Fold
Quick access
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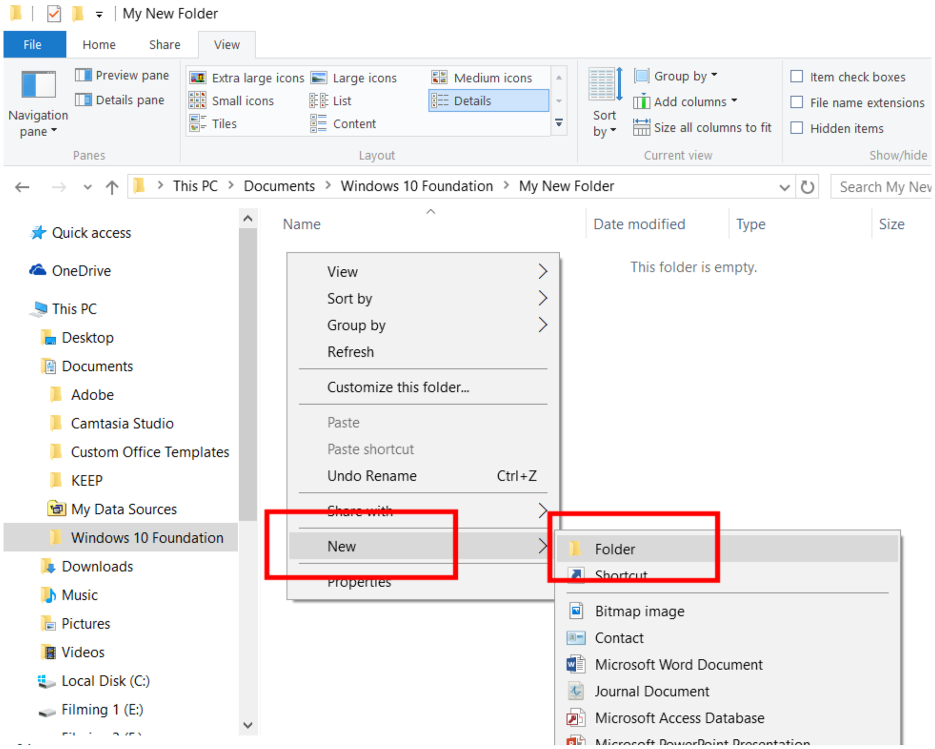
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Downloads
Music
Pictures
Name
Date modified
Type
Size
This folder is empty.

- Right click on an empty part of the right-hand windows and from the popup menu displayed click on the **New** command. From the sub-menu displayed, select **Folder**.


My New Folder
File
Home
Share
View
Navigation pane
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Panes
Extra large icons
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Medium icons
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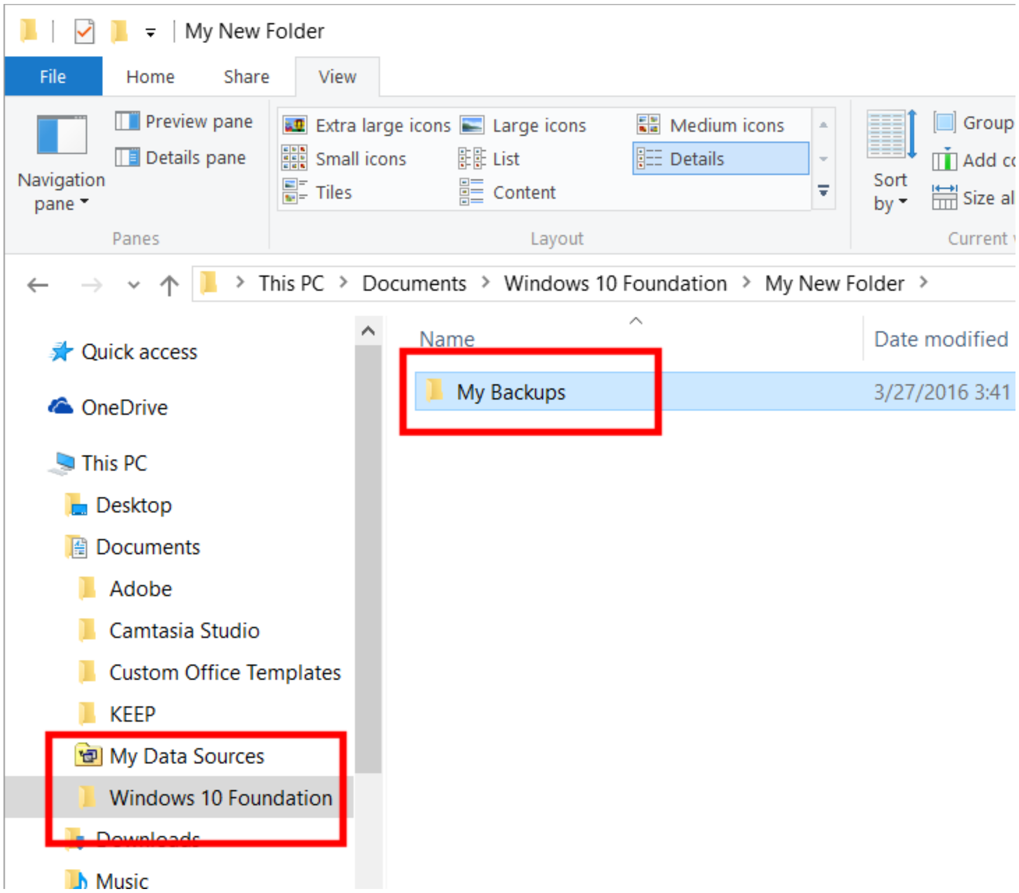
Current view
Item check boxes
File name extensions
Hidden items
Show/hide
This PC > Documents > Windows 10 Foundation > My New Folder
Search My New
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Name
Date modified
Type
Size
This folder is empty.
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Undo Rename
Ctrl+Z
Share with
New
Properties
Folder
Shortcut
Bitmap image
Contact
Microsoft Word Document
Journal Document
Microsoft Access Database
Microsoft PowerPoint Presentation

- Type in the name **My Backups** and press the **Enter** key. Your screen will now look like this.


My New Folder
File
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Share
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Navigation pane
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Details pane
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Extra large icons
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Tiles
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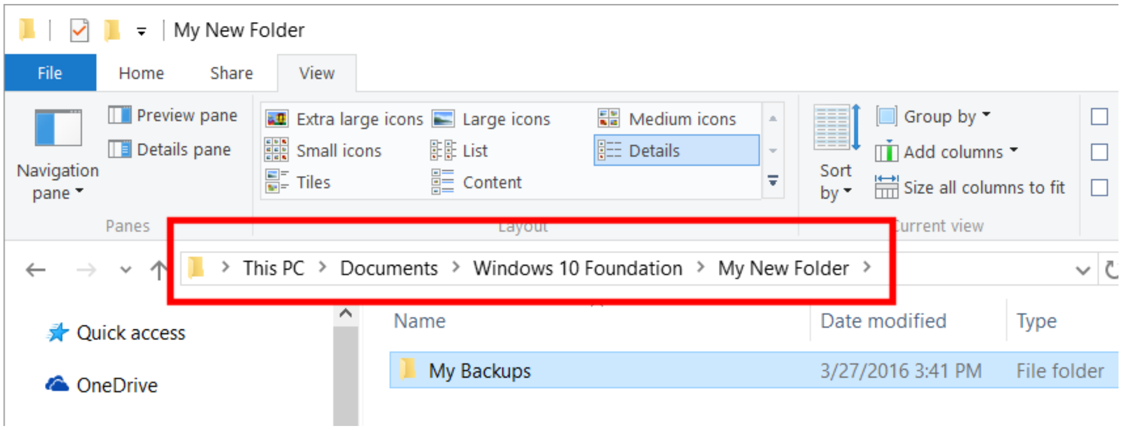
This PC > Documents > Windows 10 Foundation > My New Folder >
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Downloads
Music
Name
Date modified
My Backups
3/27/2016 3:41

- You have now created a folder call **My New Folder** and then created a sub-folder within this folder called **My Backups**. If you look at the bar towards the top of the windows you should see the full folder path.


My New Folder
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Navigation pane
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Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
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Tiles
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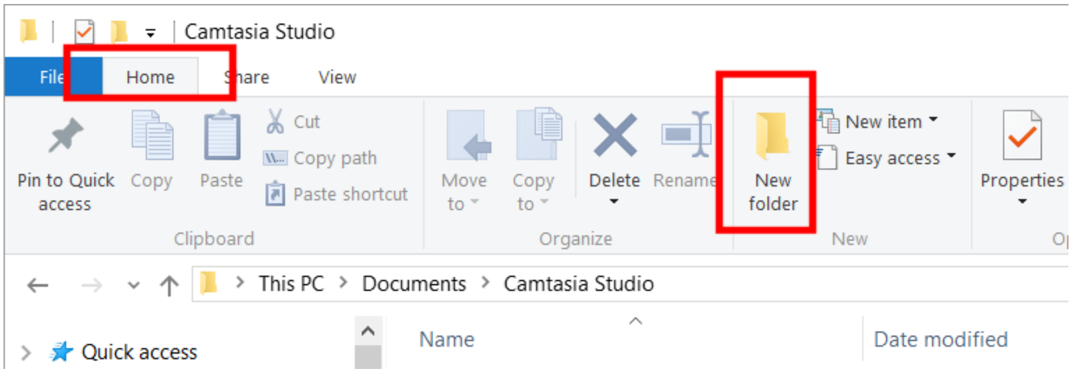
Sort by
Group by
Add columns
Size all columns to fit
Current view
This PC > Documents > Windows 10 Foundation > My New Folder >
Quick access
OneDrive
Name
Date modified
Type
My Backups
3/27/2016 3:41 PM
File folder

TIP: Another way of creating folders is to use the **New Folder** button within the Ribbon (under the **Home** tab).


Camtasia Studio
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
This PC › Documents › Camtasia Studio
Quick access
Name
Date modified

File naming issues

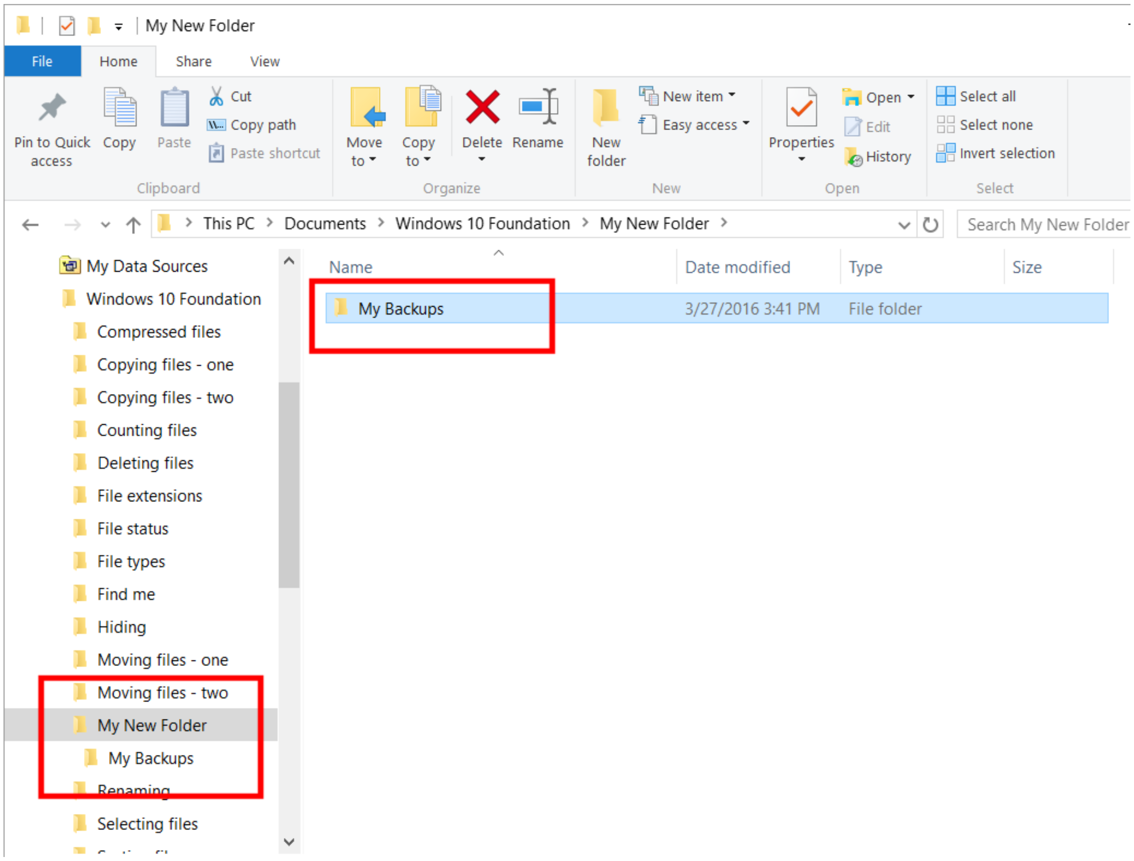
- Use meaningful names for your files and folders. If you do this then when you access the file or folder at a later date, just by looking at the name you will be able to tell what the file or folder relates to.

- If a file or folder relates to a particular organization you could include the name of the organization within the name. If the file or folder relates to a particular purpose such as accounts or sales, then again you could include this information within the name.

- Sometimes it may be useful to include date or year information within the name. This is particularly useful when naming files and folders that contain photographs taken with a digital camera.

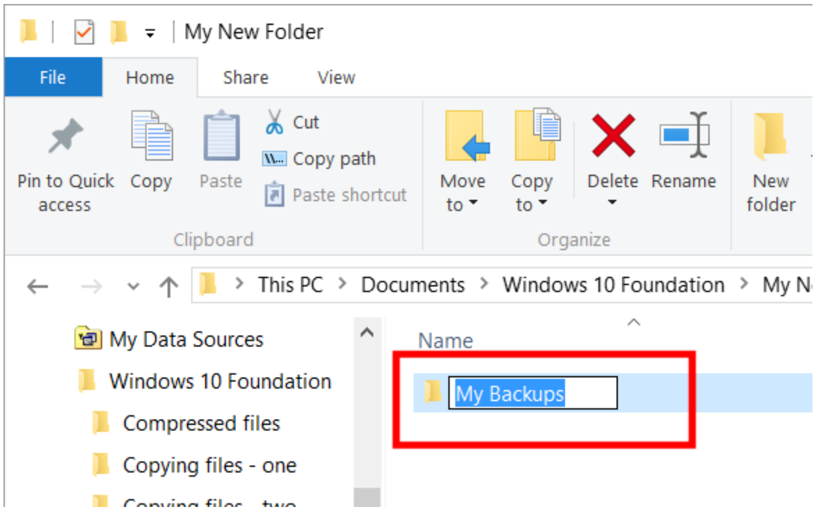
Renaming a folder

- Select the folder called **My Backups** and you will see the selected folder displayed like this:


My New Folder
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
This PC > Documents > Windows 10 Foundation > My New Folder
Search My New Folder
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Backups
Renaming
Selecting files
Name
Date modified
Type
Size
My Backups
3/27/2016 3:41 PM
File folder

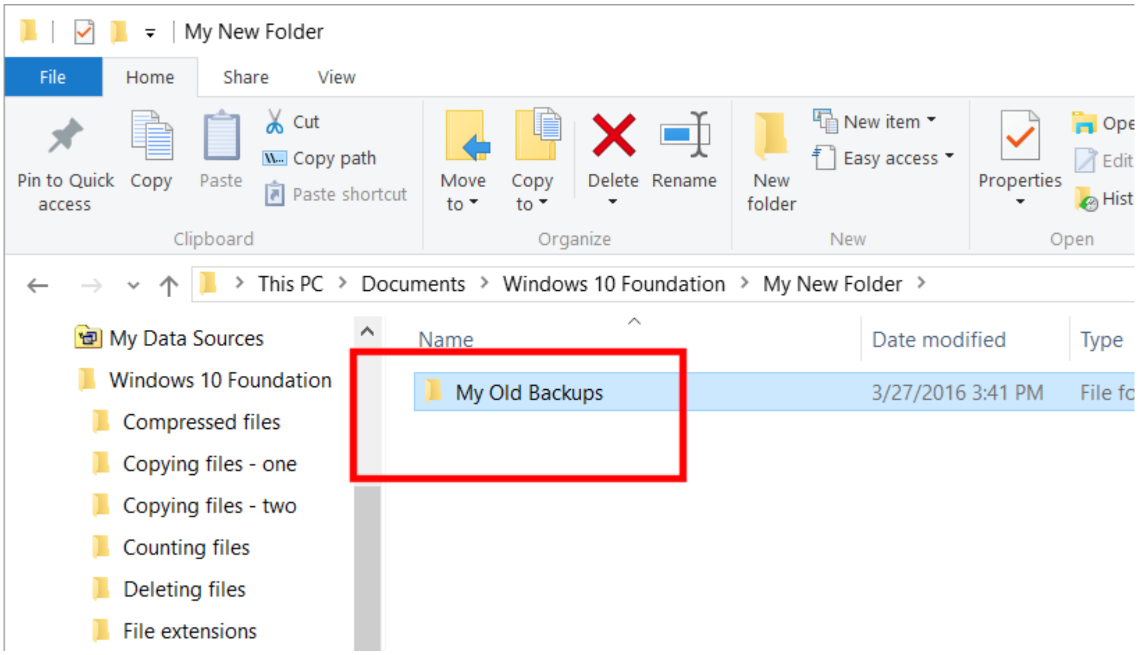
- Press the **F2** key and the folder will now be displayed like this.

TIP: If this does not work, simply click on the folder to select it, wait a moment and clicking again.


My New Folder
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
New folder
Organize
This PC > Documents > Windows 10 Foundation > My N
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Name
My Backups

NOTE: This is called editing mode. You can edit the file name by typing in a new name.

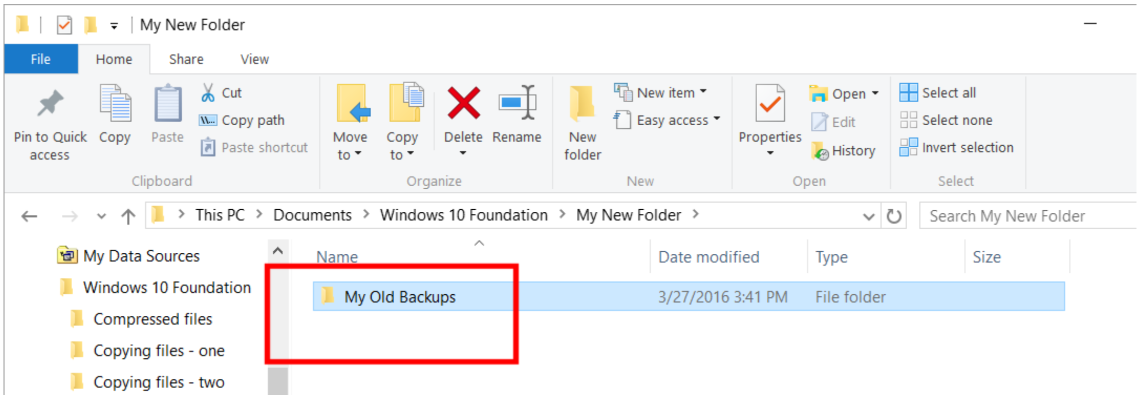
- Type in **My Old Backups** for the new folder name. When you press the **Enter** key you will see the following.


My New Folder
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Ope
Edit
Hist
Open
This PC
Documents
Windows 10 Foundation
My New Folder
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
Name
Date modified
Type
My Old Backups
3/27/2016 3:41 PM
File fo

TIP: You can use the same technique to rename files.

Deleting a folder

- Select the folder called **My Old Backups**.


My New Folder
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
This PC
Documents
Windows 10 Foundation
My New Folder
Search My New Folder
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Name
Date modified
Type
Size
My Old Backups
3/27/2016 3:41 PM
File folder

- Press the **Del** key and the folder will be deleted.

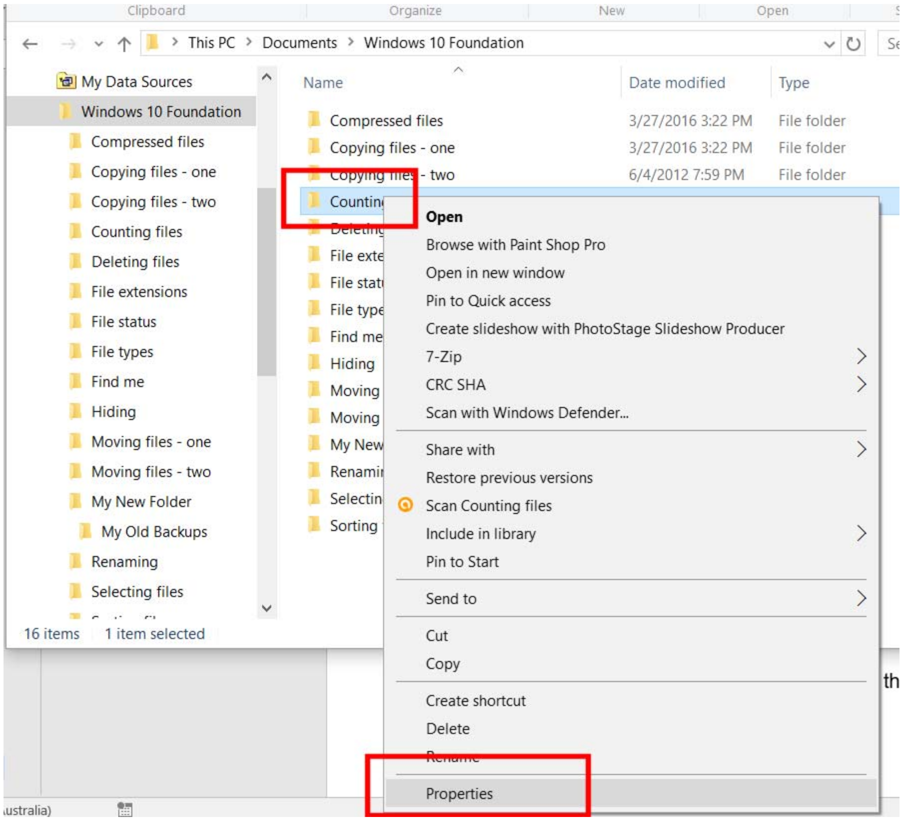
TIP: The folder is not actually deleted; it is moved to the Recycle Bin. If you realize that you have accidentally deleted the wrong folder or file, or if you simply change your mind, you can normally retrieve the deleted item from the Recycle Bin.

WARNING: Files are not held in the Recycle Bin forever and in some cases when you delete a file it may be permanently deleted and not even go to the Recycle Bin. Be very carefully about deleting folders and files. If in doubt do not delete!

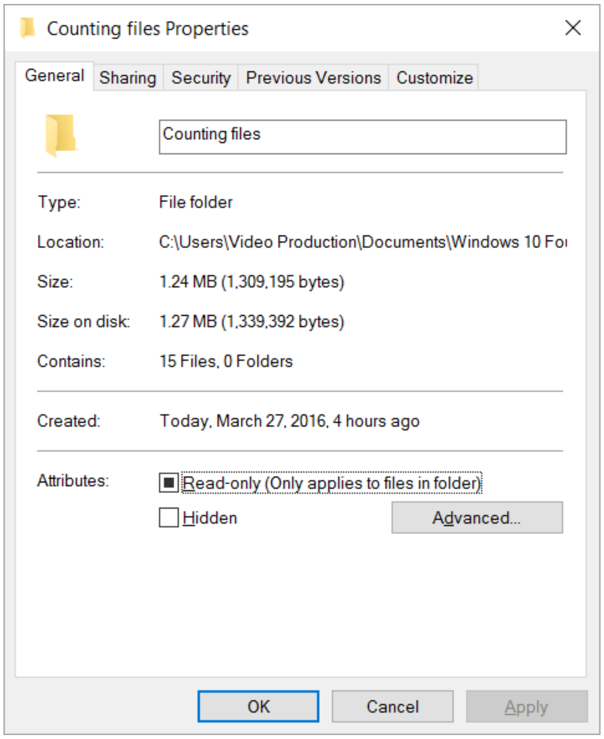
We will see more about the Recycle Bin later.

Displaying folder details

- Move the mouse pointer over a folder called **Counting Files**.
- Right click over this folder and from the popup menu displayed click on the **Properties** command.


Clipboard
Organize
New
Open
This PC > Documents > Windows 10 Foundation
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming
Selecting files
16 items
1 item selected
Name
Date modified
Type
Compressed files 3/27/2016 3:22 PM File folder
Copying files - one 3/27/2016 3:22 PM File folder
Copying files - two 6/4/2012 7:59 PM File folder
Open
Browse with Paint Shop Pro
Open in new window
Pin to Quick access
Create slideshow with PhotoStage Slideshow Producer
7-Zip
CRC SHA
Scan with Windows Defender...
Share with
Restore previous versions
Scan Counting files
Include in library
Pin to Start
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

- This will display the **Properties** dialog box for the selected folder.


Counting files Properties
General
Sharing
Security
Previous Versions
Customize
Advanced...
OK
Cancel
Apply

Counting files

Type: File folder

Location: C:\Users\Video Production\Documents\Windows 10 Fo

Size: 1.24 MB (1,309,195 bytes)

Size on disk: 1.27 MB (1,339,392 bytes)

Contains: 15 Files, 0 Folders

Created: Today, March 27, 2016, 4 hours ago

Attributes: ■ Read-only (Only applies to files in folder)

☐ Hidden

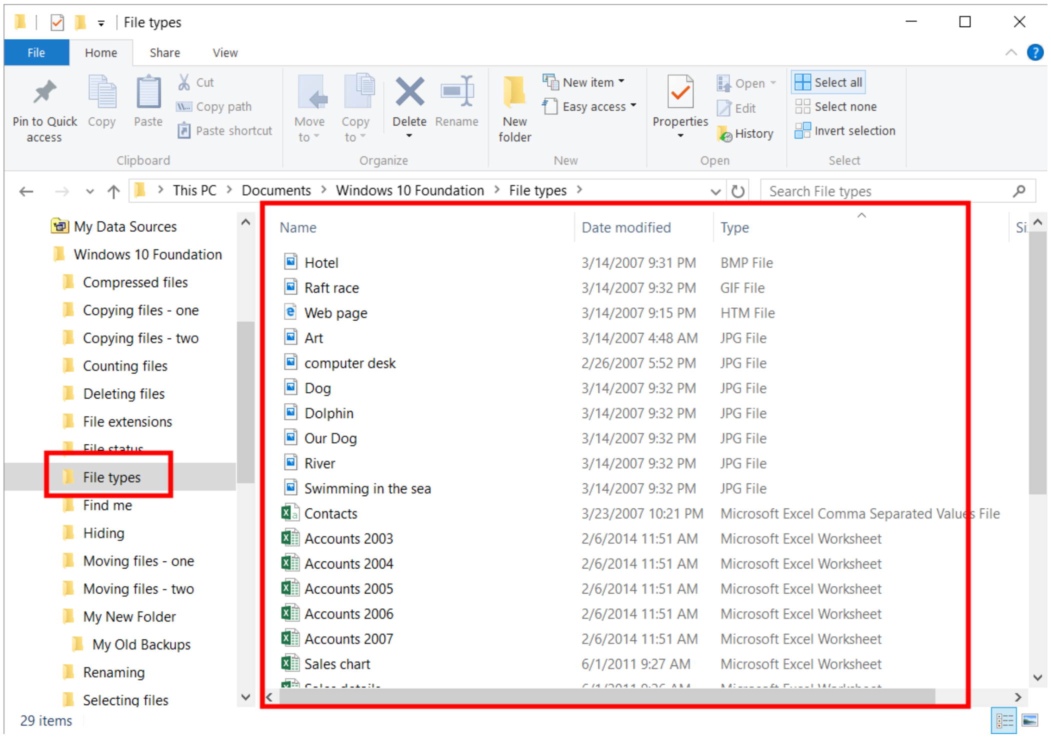
.

- Examine the details displayed.
- Close the dialog box before continuing.

Manipulating Files

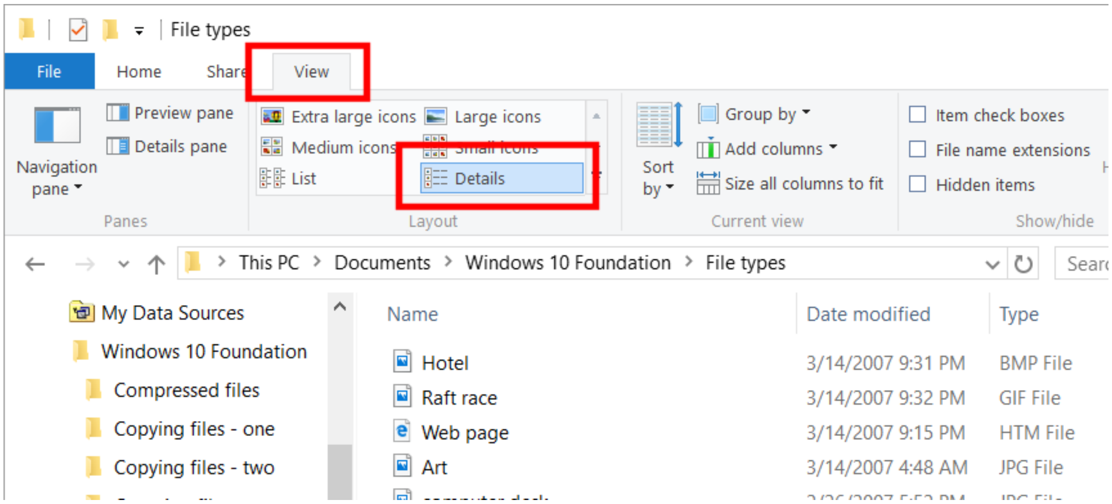
File Types

- Display the contents of the **File Types** folder.


File types
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
This PC › Documents › Windows 10 Foundation › File types ›
Search File types
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming
Selecting files
29 items

Name	Date modified	Type
Hotel	3/14/2007 9:31 PM	BMP File
Raft race	3/14/2007 9:32 PM	GIF File
Web page	3/14/2007 9:15 PM	HTM File
Art	3/14/2007 4:48 AM	JPG File
computer desk	2/26/2007 5:52 PM	JPG File
Dog	3/14/2007 9:32 PM	JPG File
Dolphin	3/14/2007 9:32 PM	JPG File
Our Dog	3/14/2007 9:32 PM	JPG File
River	3/14/2007 9:32 PM	JPG File
Swimming in the sea	3/14/2007 9:32 PM	JPG File
Contacts	3/23/2007 10:21 PM	Microsoft Excel Comma Separated Values File
Accounts 2003	2/6/2014 11:51 AM	Microsoft Excel Worksheet
Accounts 2004	2/6/2014 11:51 AM	Microsoft Excel Worksheet
Accounts 2005	2/6/2014 11:51 AM	Microsoft Excel Worksheet
Accounts 2006	2/6/2014 11:51 AM	Microsoft Excel Worksheet
Accounts 2007	2/6/2014 11:51 AM	Microsoft Excel Worksheet
Sales chart	6/1/2011 9:27 AM	Microsoft Excel Worksheet

- This folder contains a range of different file types.
- Make sure that the files are displayed using the **Details** view.


File types
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
☐ Item check boxes
☐ File name extensions
☐ Hidden items
Show/hide
This PC › Documents › Windows 10 Foundation › File types
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two

Name	Date modified	Type
Hotel	3/14/2007 9:31 PM	BMP File
Raft race	3/14/2007 9:32 PM	GIF File
Web page	3/14/2007 9:15 PM	HTM File
Art	3/14/2007 4:48 AM	JPG File

- **Common file types include.**

  Application (executable) files:
  These are files that contain programs which you can ‘run’. If you select an executable file within the File Explorer and double click on it, the program will be run. There are many different types of executable files. Mostly we will be interested in running application program files that contain our programs, such as a word processor or a spreadsheet program. Do not confuse the executable files with the data files.

  Text Documents:
  As the name suggests text documents contain only text. No pictures or formatting information can be stored in a text-only file.

  Bitmap Images:
  This is a type of picture format.

  GIF Images:
  This is a type of picture format.

  JPEG Images:
  This is a type of picture format.

  Microsoft Office Word Documents:
  These are documents created using the Microsoft Word, word processing program.

  Microsoft Office Excel Worksheet:
  These are documents created using the Microsoft Excel spreadsheet program.

  Microsoft Office PowerPoint Presentation:
  These are documents created using the Microsoft PowerPoint presentation program.

  Microsoft Office Access Database:
  These files are created using the Microsoft Access Database program.

  HTML documents:
  These are documents formatted for display on a Web site.

  Zipped (compressed) files:
  These are compressed files. You compress files to save disk space or to make them smaller when you send them as an email attachment.

  Adobe Acrobat PDF files:
  PDF is short for Portable Document Format. This format was introduced by a company called Adobe and can be created by a program called Adobe Acrobat. The

idea of PDF files is that you can create files with your own particular make and version of software, such as a word processor or spreadsheet and then save the file as a PDF formatted file. This PDF file can then be viewed by anyone using a free PDF reader, such as the Adobe Acrobat Reader program. To put it another way, if someone produces some artwork in a program such as Adobe Photoshop, they can save the file in PDF format, send it to you and you can then view the file, without the need to have the Photoshop program installed on your computer. PDF files are a way of exchanging documents. There are many other products that will create PDF files for you as well as the full versions of the Adobe Acrobat program. Often you can create PDF files which have a much smaller files size compared to the original format. This makes PDF files ideal for storing documents on a web site, or for attaching as files to emails.

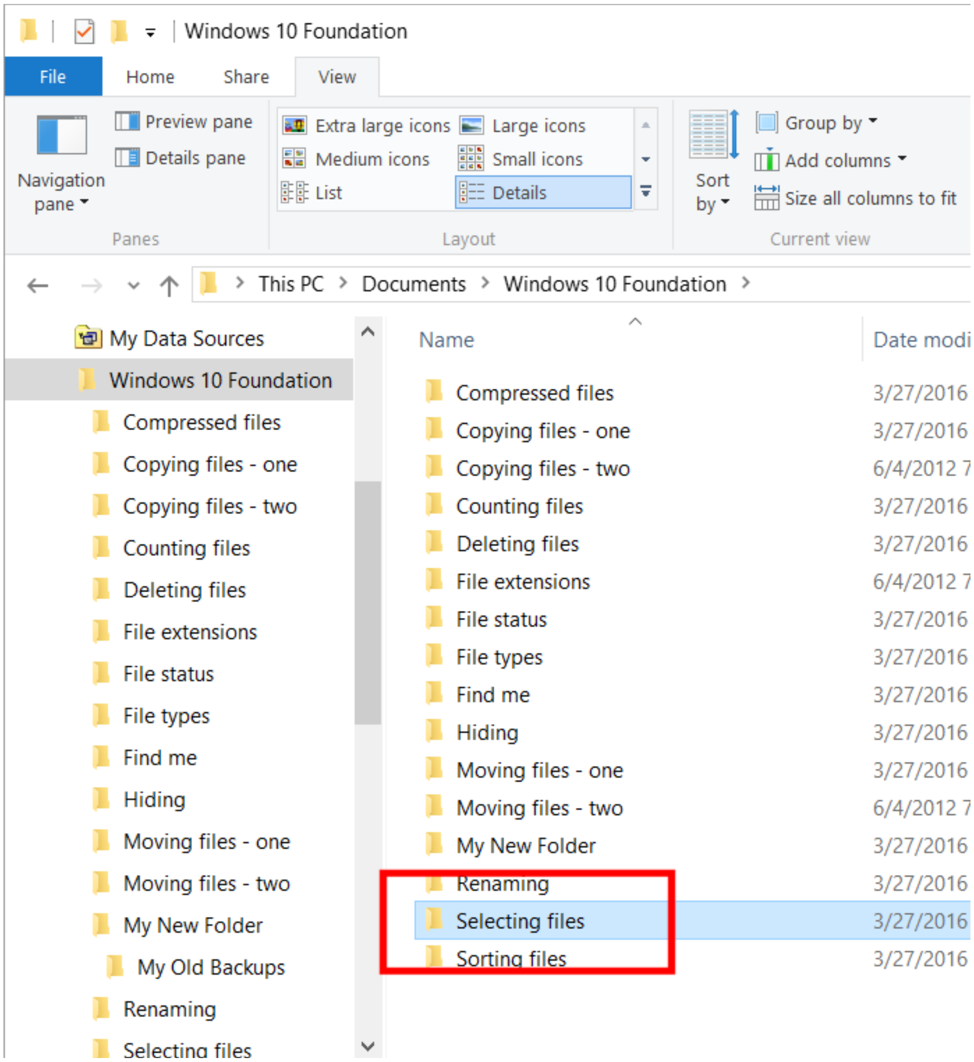
Audio files MP3:
There are files that store sound, normally music or speech. The icon used to display these files will vary according to what programs you have installed to play your music files.

Video files: AVI, Video files - MPG & WMV (Windows Media Video)
These are different types of file formats used to store Video. The icon used to display these files will vary according to what programs you have installed to play your video files.

Temporary files:
These files, as the name implies, are normally created as temporary files which are deleted after use. Both Windows and application programs can create temporary files which are used to store information on a temporary basis and which are deleted when they are no longer used. If the computer crashes, you may find that some files which were meant to be temporary are present as they were not automatically deleted.

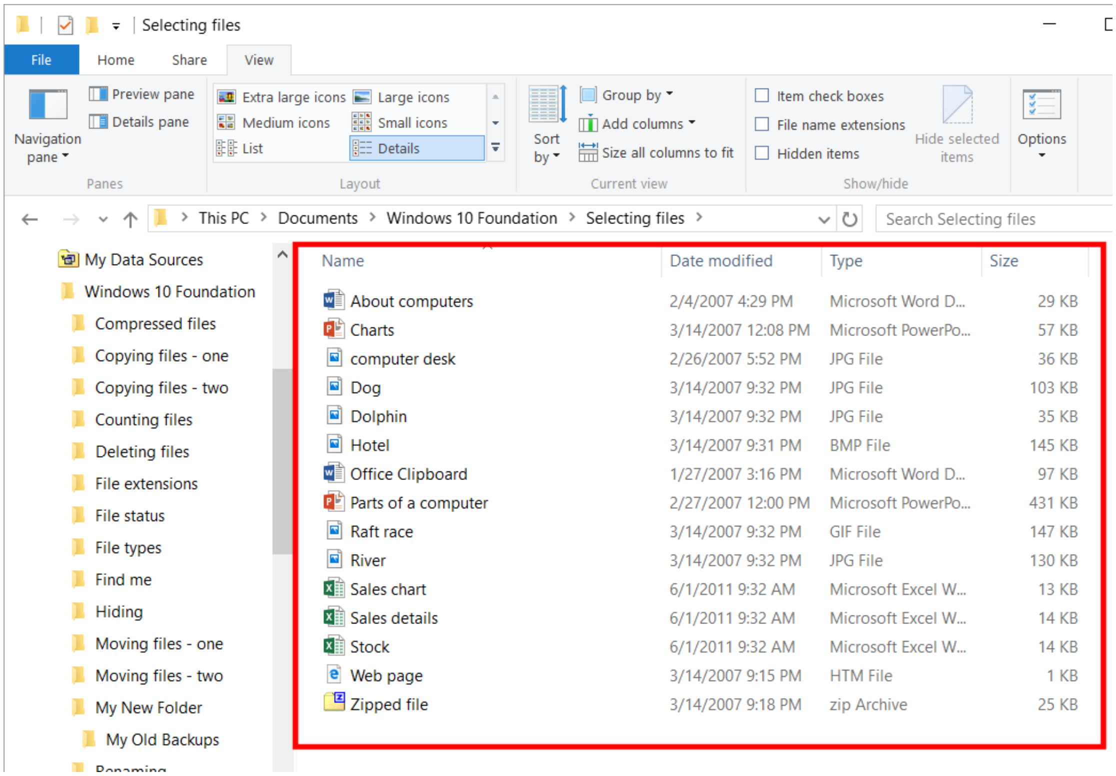
Selecting multiple files

- Display the contents of the folder called **Selecting files**.


Windows 10 Foundation
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
This PC > Documents > Windows 10 Foundation >
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming
Selecting files

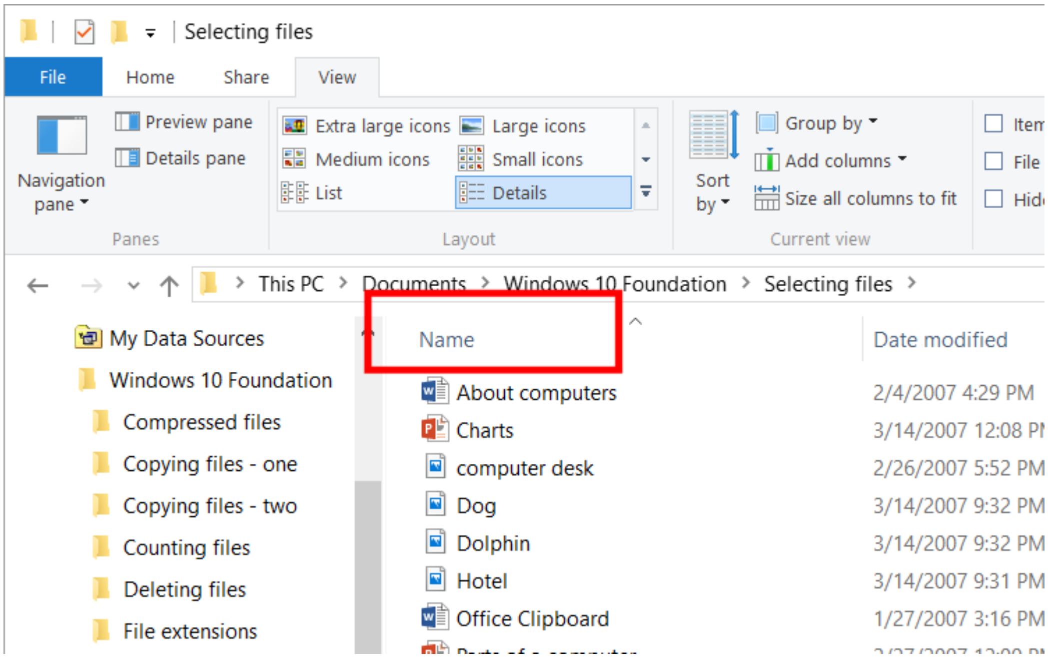
Name	Date modi
Compressed files	3/27/2016
Copying files - one	3/27/2016
Copying files - two	6/4/2012 7
Counting files	3/27/2016
Deleting files	3/27/2016
File extensions	6/4/2012 7
File status	3/27/2016
File types	3/27/2016
Find me	3/27/2016
Hiding	3/27/2016
Moving files - one	3/27/2016
Moving files - two	6/4/2012 7
My New Folder	3/27/2016
Renaming	3/27/2016
Selecting files	3/27/2016
Sorting files	3/27/2016

- You will see the following files displayed.


Selecting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
Options
This PC > Documents > Windows 10 Foundation > Selecting files
Search Selecting files
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming

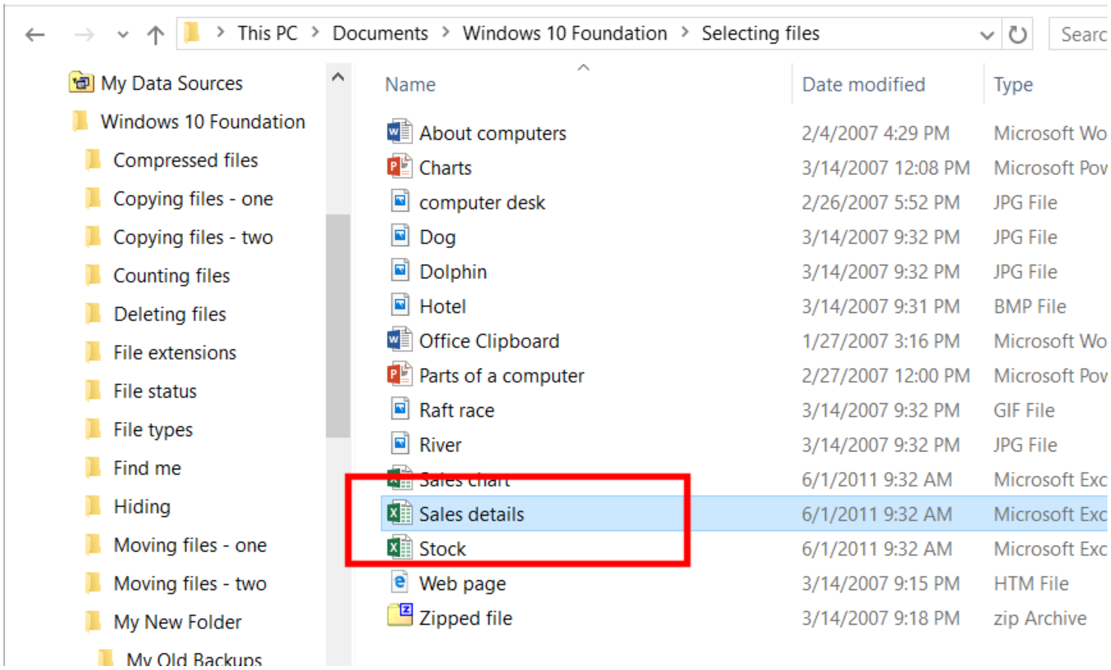
Name	Date modified	Type	Size
About computers	2/4/2007 4:29 PM	Microsoft Word D...	29 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
Dog	3/14/2007 9:32 PM	JPG File	103 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Hotel	3/14/2007 9:31 PM	BMP File	145 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Parts of a computer	2/27/2007 12:00 PM	Microsoft PowerPo...	431 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB
River	3/14/2007 9:32 PM	JPG File	130 KB
Sales chart	6/1/2011 9:32 AM	Microsoft Excel W...	13 KB
Sales details	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Stock	6/1/2011 9:32 AM	Microsoft Excel W...	14 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB
Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB

- If necessary, click on the **Name** header so that the files are display in ascending alphabetical order.


Selecting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item
File
Hid
This PC > Documents > Windows 10 Foundation > Selecting files
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions

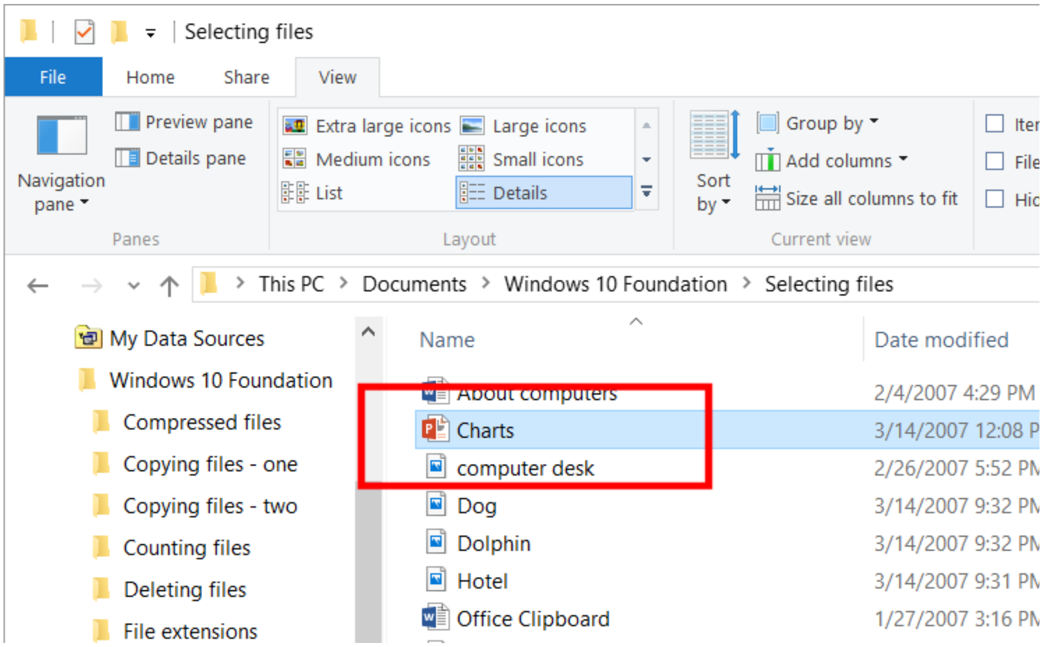
Name	Date modified
About computers	2/4/2007 4:29 PM
Charts	3/14/2007 12:08 PI
computer desk	2/26/2007 5:52 PM
Dog	3/14/2007 9:32 PM
Dolphin	3/14/2007 9:32 PM
Hotel	3/14/2007 9:31 PM
Office Clipboard	1/27/2007 3:16 PM

- Click on the file called **Sales details**. This will select that file, as illustrated.


This PC > Documents > Windows 10 Foundation > Selecting files
Searc
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups

Name	Date modified	Type
About computers	2/4/2007 4:29 PM	Microsoft Wo
Charts	3/14/2007 12:08 PM	Microsoft Pov
computer desk	2/26/2007 5:52 PM	JPG File
Dog	3/14/2007 9:32 PM	JPG File
Dolphin	3/14/2007 9:32 PM	JPG File
Hotel	3/14/2007 9:31 PM	BMP File
Office Clipboard	1/27/2007 3:16 PM	Microsoft Wo
Parts of a computer	2/27/2007 12:00 PM	Microsoft Pov
Raft race	3/14/2007 9:32 PM	GIF File
River	3/14/2007 9:32 PM	JPG File
Sales chart	6/1/2011 9:32 AM	Microsoft Exc
Sales details	6/1/2011 9:32 AM	Microsoft Exc
Stock	6/1/2011 9:32 AM	Microsoft Exc
Web page	3/14/2007 9:15 PM	HTM File
Zipped file	3/14/2007 9:18 PM	zip Archive

- Click on another file, such as **Charts**. The second file will be selected and the first file de-selected, as illustrated.

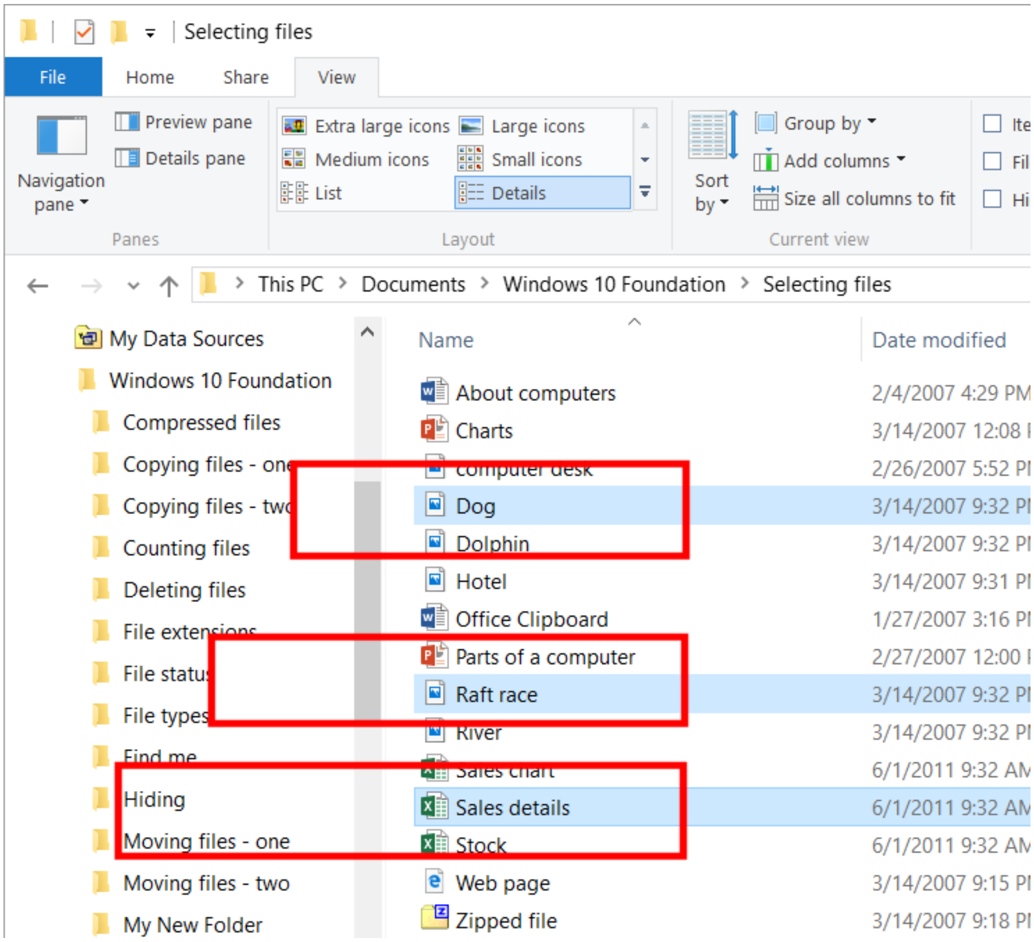

Selecting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Iter
File
Hic
This PC > Documents > Windows 10 Foundation > Selecting files
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions

Name	Date modified
About computers	2/4/2007 4:29 PM
Charts	3/14/2007 12:08 P
computer desk	2/26/2007 5:52 PM
Dog	3/14/2007 9:32 PM
Dolphin	3/14/2007 9:32 PM
Hotel	3/14/2007 9:31 PM
Office Clipboard	1/27/2007 3:16 PM

TIP: Selecting multiple files is useful as once you have selected multiple files, you can manipulate all the selected files at the same time, rather than one file at a time.

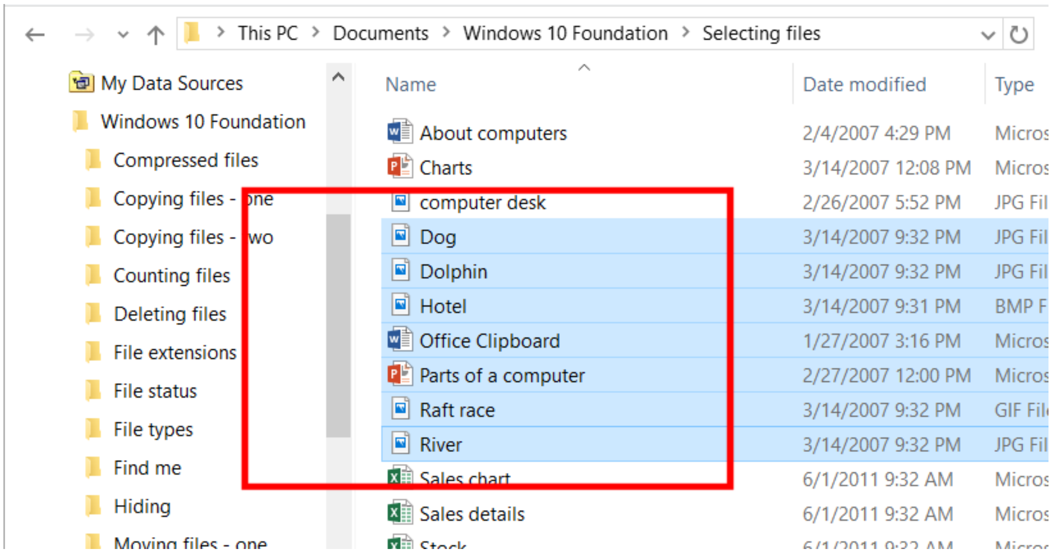
- To select more than one file you need to use a trick.
- Click on the file called **Dog**. Then press the **Ctrl** key (and keep it pressed).

- Then click on the file called **Sales Details**.
- Finally click on a file called **Raft race**. Release the **Ctrl** key and all three files will remain selected, as illustrated.


Selecting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
This PC > Documents > Windows 10 Foundation > Selecting files
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Name
Date modified
About computers 2/4/2007 4:29 PM
Charts 3/14/2007 12:08
computer desk 2/26/2007 5:52 PM
Dog 3/14/2007 9:32 PM
Dolphin 3/14/2007 9:32 PM
Hotel 3/14/2007 9:31 PM
Office Clipboard 1/27/2007 3:16 PM
Parts of a computer 2/27/2007 12:00
Raft race 3/14/2007 9:32 PM
River 3/14/2007 9:32 PM
Sales chart 6/1/2011 9:32 AM
Sales details 6/1/2011 9:32 AM
Stock 6/1/2011 9:32 AM
Web page 3/14/2007 9:15 PM
Zipped file 3/14/2007 9:18 PM

- Click on a different file and the multiple files are no longer selected.

- Sometimes you may wish to select a block of files that are displayed next to one another. To do this we use a different trick.
- Click on the file called **Dog**. Press the **Shift** key and keep it pressed.
- Click on the file called **River** and then release the **Shift** key.
- All the files between the first and second file that you clicked on remain selected, as illustrated.


This PC > Documents > Windows 10 Foundation > Selecting files
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one

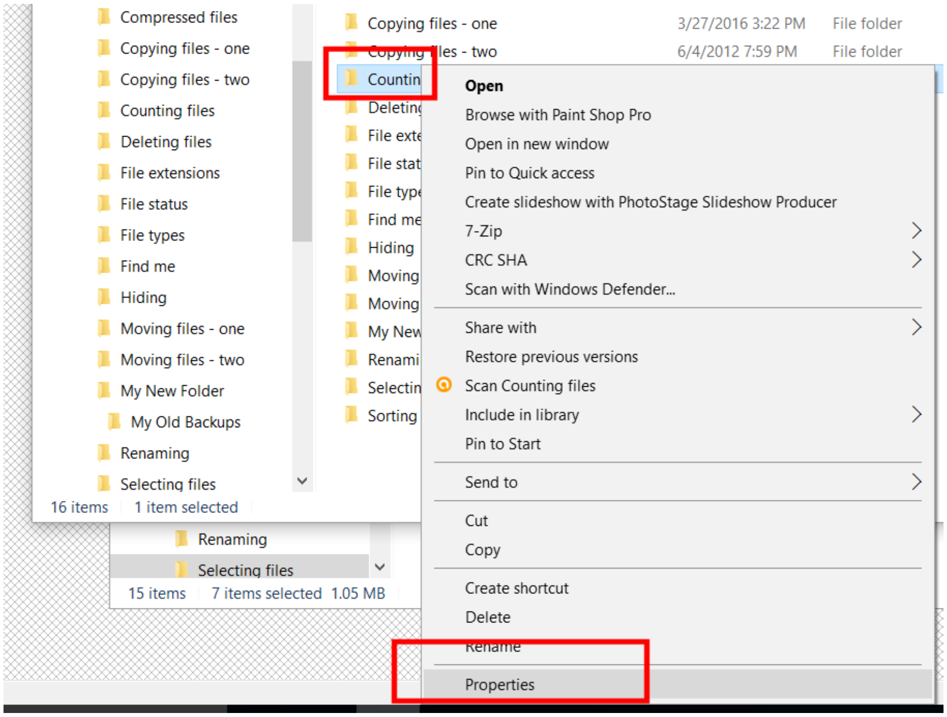
Name	Date modified	Type
About computers	2/4/2007 4:29 PM	Micros
Charts	3/14/2007 12:08 PM	Micros
computer desk	2/26/2007 5:52 PM	JPG Fil
Dog	3/14/2007 9:32 PM	JPG Fil
Dolphin	3/14/2007 9:32 PM	JPG Fil
Hotel	3/14/2007 9:31 PM	BMP F
Office Clipboard	1/27/2007 3:16 PM	Micros
Parts of a computer	2/27/2007 12:00 PM	Micros
Raft race	3/14/2007 9:32 PM	GIF Fil
River	3/14/2007 9:32 PM	JPG Fil
Sales chart	6/1/2011 9:32 AM	Micros
Sales details	6/1/2011 9:32 AM	Micros

- Click on a different file and the multiple files are no longer selected.

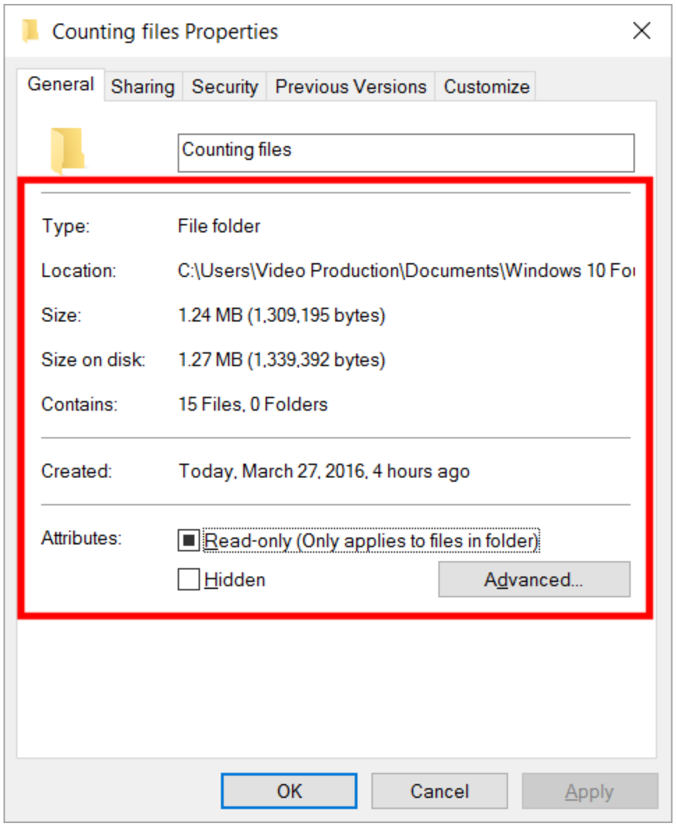
  TIP: These tricks using the **Shift** or **Control** keys also work when selecting multiple folders.

Counting files in a folder

- Display the folder called **Counting files**.
- Right click over this folder and from the popup menu displayed, click on the **Properties** command.


Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming
Selecting files
16 items 1 item selected
Renaming
Selecting files
15 items 7 items selected 1.05 MB
Copying files - one 3/27/2016 3:22 PM File folder
Copying files - two 6/4/2012 7:59 PM File folder
Open
Browse with Paint Shop Pro
Open in new window
Pin to Quick access
Create slideshow with PhotoStage Slideshow Producer
7-Zip
CRC SHA
Scan with Windows Defender...
Share with
Restore previous versions
Scan Counting files
Include in library
Pin to Start
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

- You will see information displayed about the folder, including the number of files contained within the folder.


Counting files Properties
General Sharing Security Previous Versions Customize

Counting files

Type: File folder

Location: C:\Users\Video Production\Documents\Windows 10 Fo

Size: 1.24 MB (1,309,195 bytes)

Size on disk: 1.27 MB (1,339,392 bytes)

Contains: 15 Files, 0 Folders

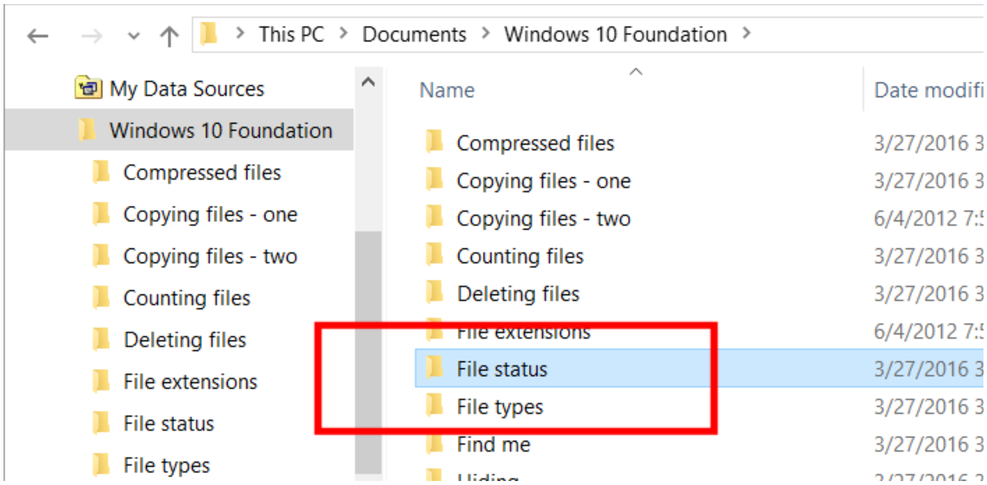
Created: Today, March 27, 2016, 4 hours ago

Attributes: ■ Read-only (Only applies to files in folder)
☐ Hidden

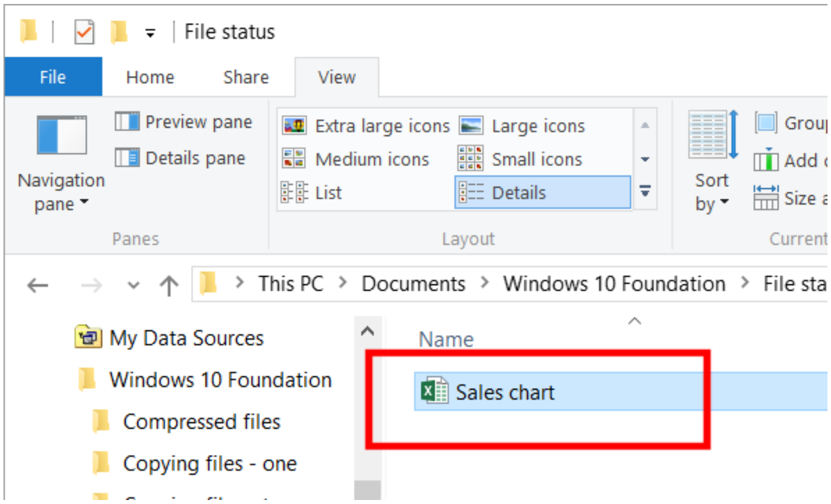
Advanced...
OK
Cancel
Apply

File attributes

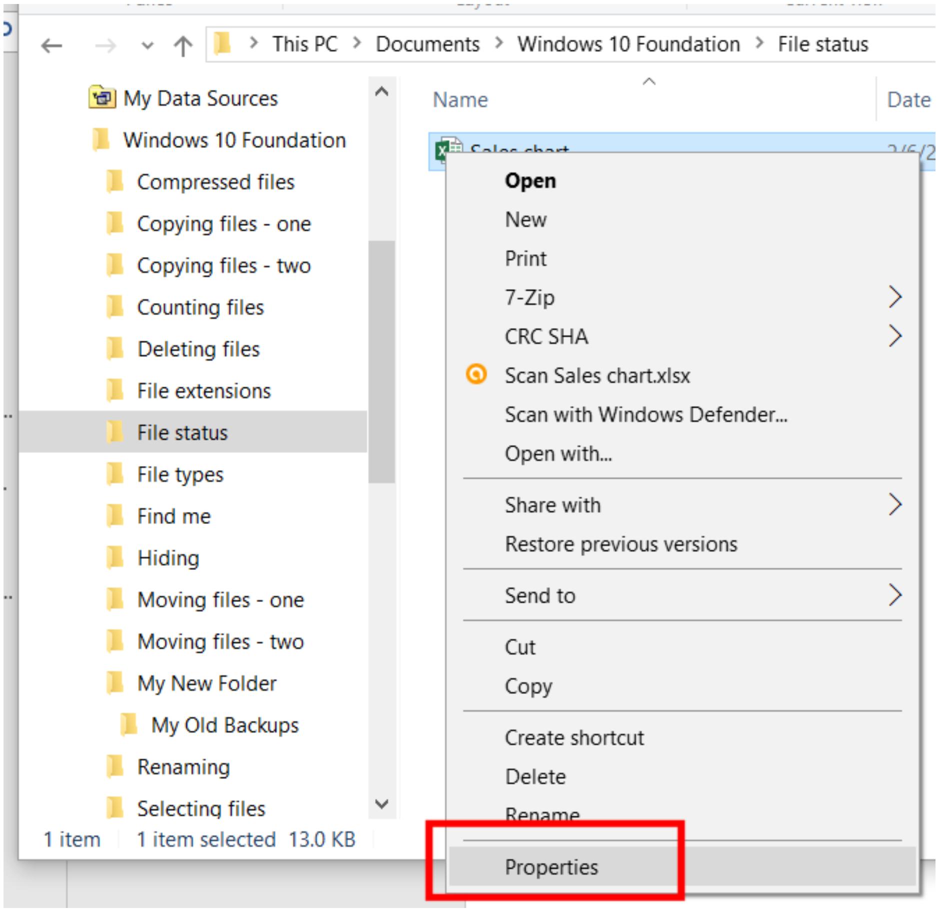
- Display the contents of the folder called **File status**.


This PC > Documents > Windows 10 Foundation >
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Name
Date modifi
Compressed files 3/27/2016 3
Copying files - one 3/27/2016 3
Copying files - two 6/4/2012 7:5
Counting files 3/27/2016 3
Deleting files 3/27/2016 3
File extensions 6/4/2012 7:5
File status 3/27/2016 3
File types 3/27/2016 3
Find me 3/27/2016 3

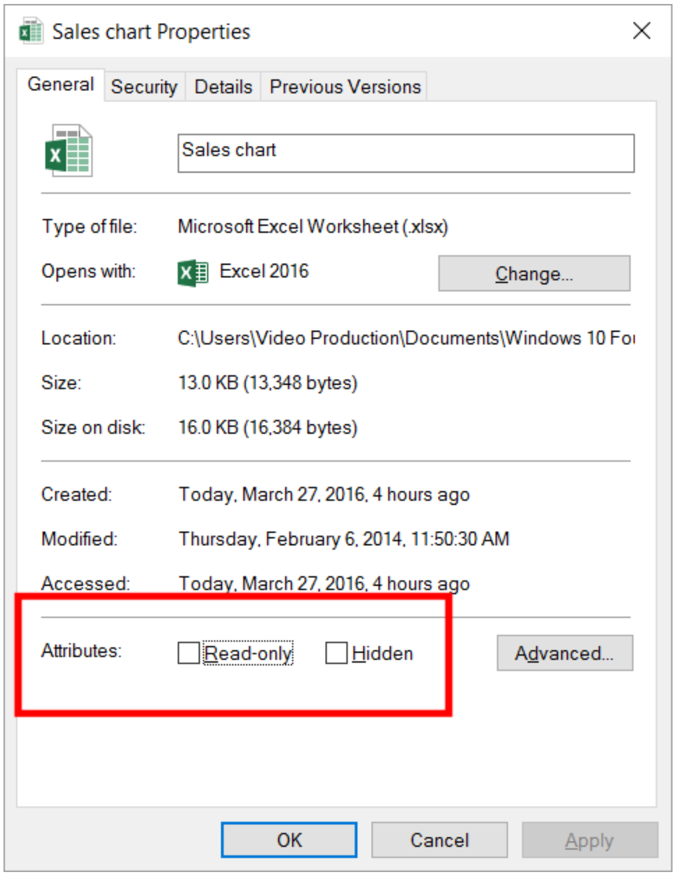
- Click on a file within the folder, called **Sales chart**.


File status
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Grou
Add
Size
Current
This PC > Documents > Windows 10 Foundation > File sta
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Name
Sales chart

- Right click on this file and from the pop-up menu displayed select the **Properties** command.


This PC > Documents > Windows 10 Foundation > File status
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming
Selecting files
1 item
1 item selected 13.0 KB
Name
Date
Sales chart
Open
New
Print
7-Zip
CRC SHA
Scan Sales chart.xlsx
Scan with Windows Defender...
Open with...
Share with
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

- This will display the **Properties** dialog box for the selected file.


Sales chart Properties
General
Security
Details
Previous Versions
Change...
Advanced...
OK
Cancel
Apply

Sales chart

Type of file: Microsoft Excel Worksheet (.xlsx)

Opens with: Excel 2016

Location: C:\Users\Video Production\Documents\Windows 10 Fo

Size: 13.0 KB (13,348 bytes)

Size on disk: 16.0 KB (16,384 bytes)

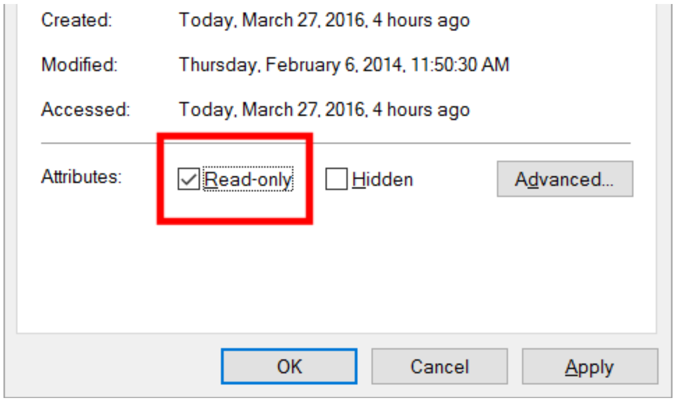
Created: Today, March 27, 2016, 4 hours ago

Modified: Thursday, February 6, 2014, 11:50:30 AM

Accessed: Today, March 27, 2016, 4 hours ago

Attributes: ☐ Read-only ☐ Hidden

- In the **Attributes** section of the dialog box you can click on the **Read-only** check box.


Advanced...
OK
Cancel
Apply

Created: Today, March 27, 2016, 4 hours ago

Modified: Thursday, February 6, 2014, 11:50:30 AM

Accessed: Today, March 27, 2016, 4 hours ago

Attributes: ☑ Read-only ☐ Hidden

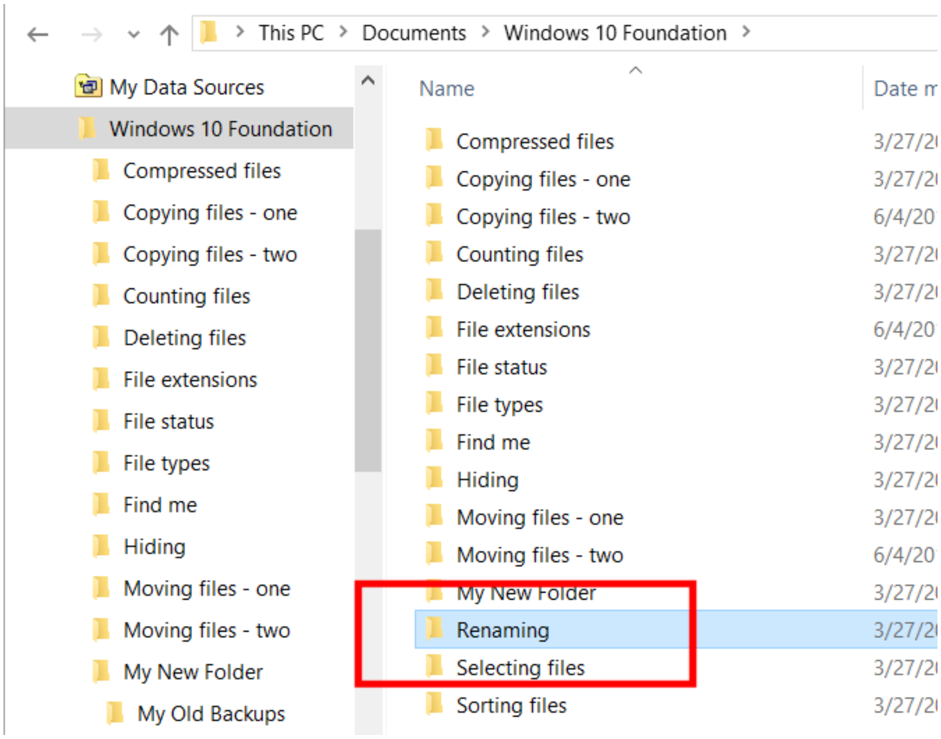
- This will mark the file as read-only. Try it now and then press the **OK** button to confirm the action.

NOTE: If you make a file read-only you can still delete the file (by selecting it and pressing the **Del** key). However, if you were to open the file it would open without any problem, but if you edited the file you would have the save the file using a different file name as the original file is marked read-only.

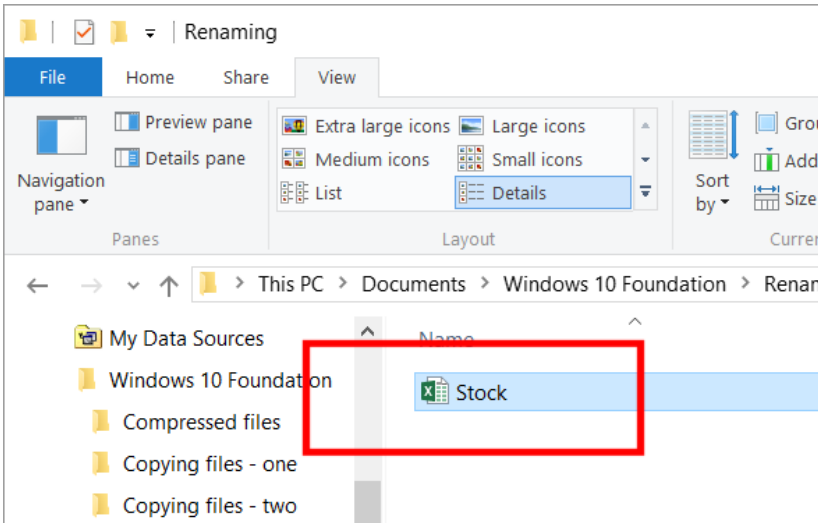
- Use the same technique to mark the file read/write again, after closing the Properties dialog box, re-open the dialog box to confirm this change. Close all open dialog boxes before continuing.

Renaming files

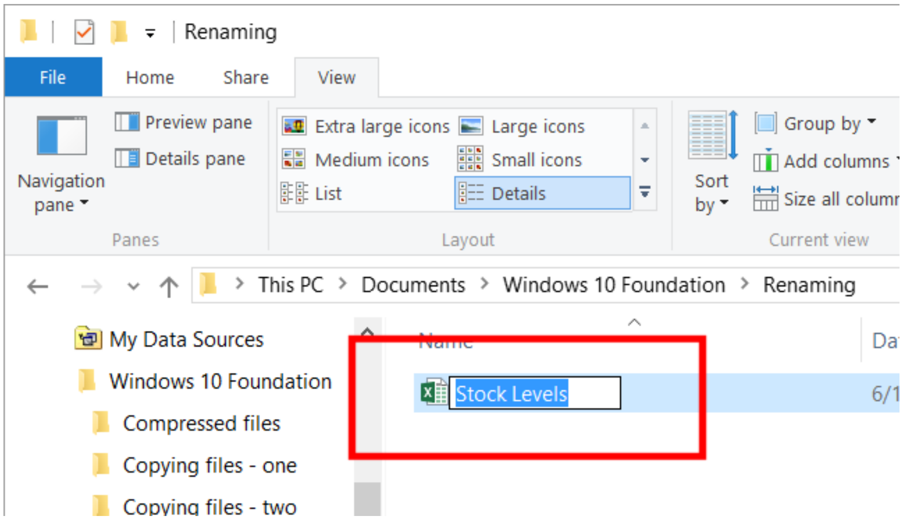
- Display the contents of the folder called **Renaming**.


This PC > Documents > Windows 10 Foundation >
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Name
Date m
Compressed files 3/27/2
Copying files - one 3/27/2
Copying files - two 6/4/20
Counting files 3/27/2
Deleting files 3/27/2
File extensions 6/4/20
File status 3/27/2
File types 3/27/2
Find me 3/27/2
Hiding 3/27/2
Moving files - one 3/27/2
Moving files - two 6/4/20
My New Folder 3/27/2
Renaming 3/27/2
Selecting files 3/27/2
Sorting files 3/27/2

- This folder contains a single file, called **Stock**.


Renaming
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Grou
Add
Size
Curre
This PC > Documents > Windows 10 Foundation > Renar
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Name
Stock

- Select the file called **Stock**. Press the **F2** key and type in a new file name called **Stock Levels**. Press the **Enter** key to confirm the file renaming.


Renaming
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columr
Current view
This PC > Documents > Windows 10 Foundation > Renaming
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Name
Da
Stock Levels
6/1

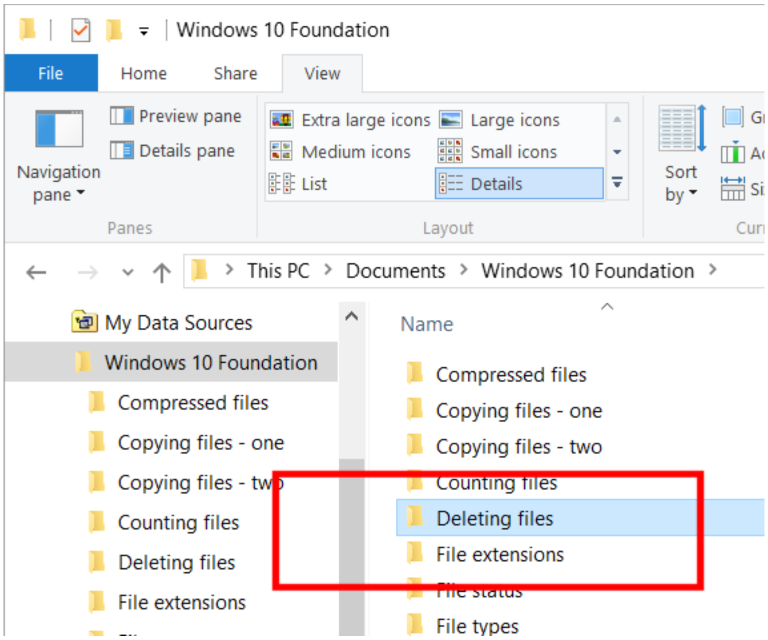
NOTE: Normally you just see the file name without what is called the file name extension. The file name extension is normally 3 or 4 letters, preceded by a dot (period). For instance, a text-only file has a file name extension of .TXT.

WARNING: To keep the display simple and uncluttered the file name extensions are not normally displayed within the File Explorer. If you do see the file name extension displayed, **be very careful not to alter the extension** when you are renaming a file.

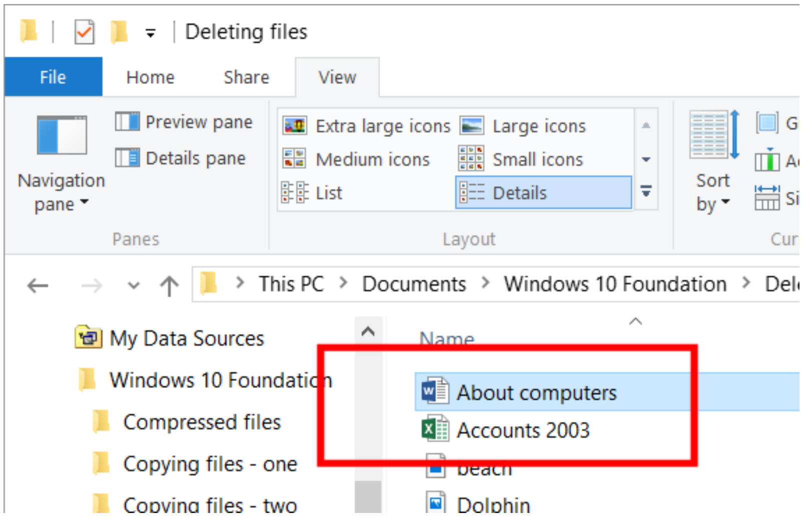
Windows can use the file name extension to tell what sort of file type a particular file is. If you change the extension Windows may no longer understand how to process a particular file.

Deleting files

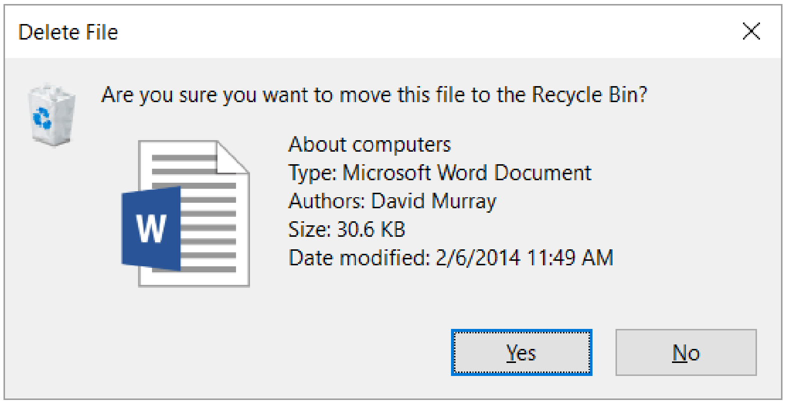
- Display the contents of the folder called **Deleting files**.


Windows 10 Foundation
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
This PC > Documents > Windows 10 Foundation
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
Name
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types

- Select the file called **About computers**.


Deleting files
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
This PC > Documents > Windows 10 Foundation > Del
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Name
About computers
Accounts 2003
beach
Dolphin

- Press the **Del** key to delete the file. Confirm your deletion.



Are you sure you want to move this file to the Recycle Bin?

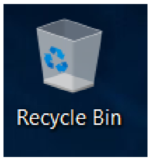
About computers
Type: Microsoft Word Document
Authors: David Murray
Size: 30.6 KB
Date modified: 2/6/2014 11:49 AM

NOTE: When you delete a file, by default the file it is actually moved to the Recycle Bin, rather than permanently deleted. You can later permanently delete it from the Recycle Bin, or if you deleted a file by accident, you can retrieve the file from the Recycle Bin.

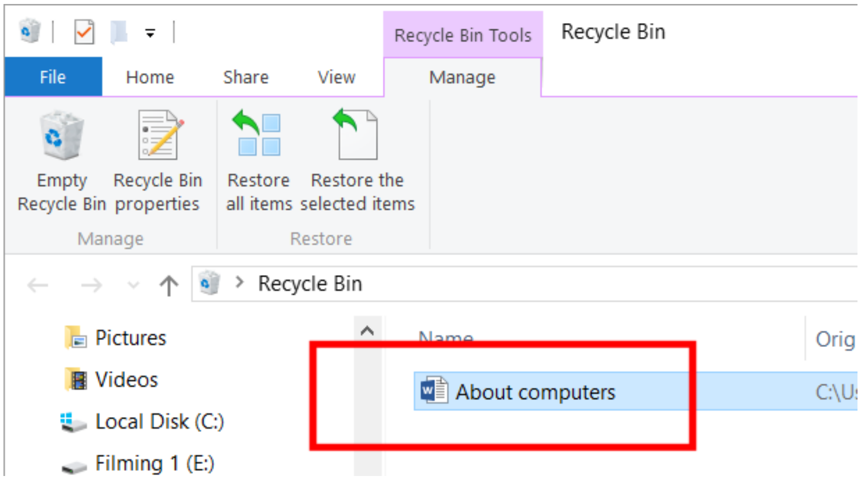
TIP: If you wish to delete a file completely rather than send it to the Recycle Bin, press the **Shift** key while you are deleting the file. **Use this trick with caution as you will NOT be able to recover the file once you have deleted it!**

Restoring items from the Recycle Bin

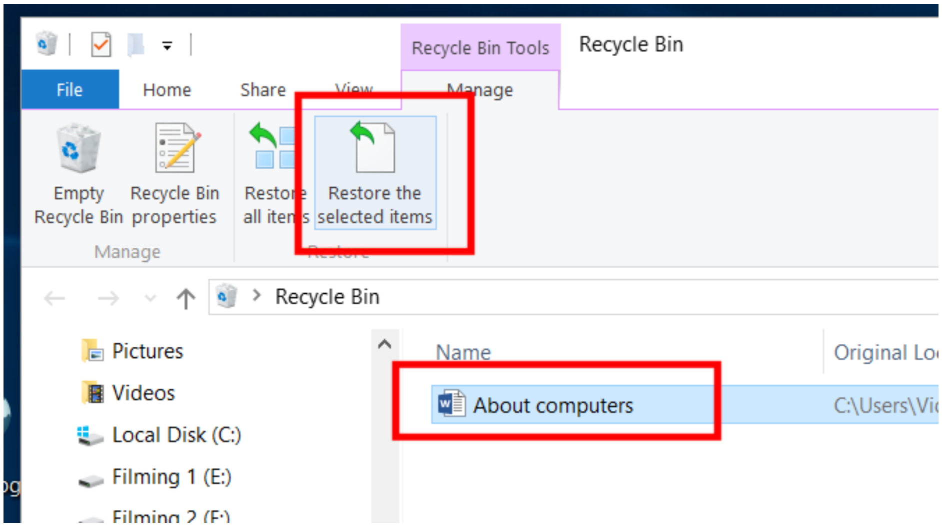
- Display the Desktop and minimize any open windows.
- Double click on the **Recycle Bin**



- You will see the Recycle Bin displayed.


Recycle Bin Tools
Recycle Bin
File
Home
Share
View
Manage
Empty Recycle Bin
Recycle Bin properties
Restore all items
Restore the selected items
Manage
Restore
Recycle Bin
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Name
Orig
About computers
C:\U

- To restore an item from the Recycle Bin first select it and then click on the **Restore the Selected Items** button.

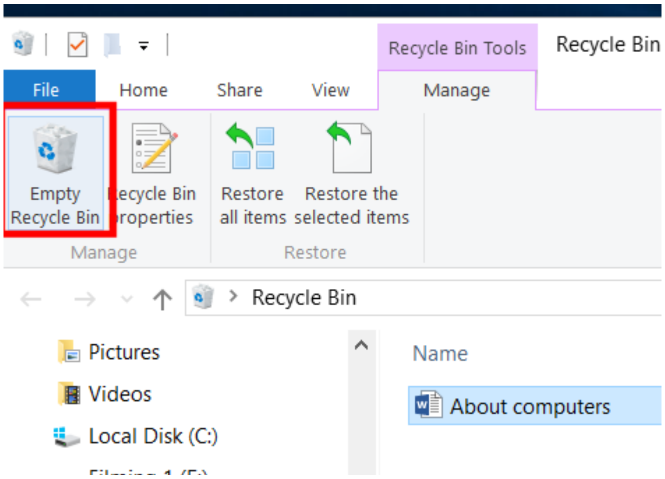

Recycle Bin Tools
Recycle Bin
File
Home
Share
View
Manage
Empty Recycle Bin
Recycle Bin properties
Restore all items
Restore the selected items
Manage
Restore
Recycle Bin
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Name
Original Lo
About computers
C:\Users\Vi

TIP: You may see lots more files contained within the Recycle Bin. If so ignore the other files, just concentrate on the file you have just deleted.

- The file will no longer be displayed within the Recycle Bin. Close the Recycle Bin.
- You should see the file once again displayed within the File Explorer window.

Emptying the Recycle Bin

- Experiment with deleting more files within the **Deleting files** folder. Open the Recycle Bin. If you want to permanently remove files from the Recycle Bin rather than restoring them (i.e. un-deleting them), then click on the **Empty the Recycle Bin** button displayed within the Recycle Bin window.


Recycle Bin Tools
Recycle Bin
File
Home
Share
View
Manage
Empty Recycle Bin
Recycle Bin Properties
Restore all items
Restore the selected items
Manage
Restore
Recycle Bin
Pictures
Videos
Local Disk (C:)
Name
About computers

Permanently deleting a file (bypassing the Recycle Bin)

- If you wish to delete a file completely rather than send it to the Recycle Bin, press the **Shift** key while you are deleting the file. **Use this trick with caution as you will NOT be able to recover the file once you have deleted it!**

Sometimes deleted files are too large to be recycled

- You should know that especially if you are using portable thumb drives or memory sticks, that when you delete a file you may see an error message warning you that the file is too large in fit into the Recycle Bin, in which case if you go ahead and delete the file then you cannot change your mind later.

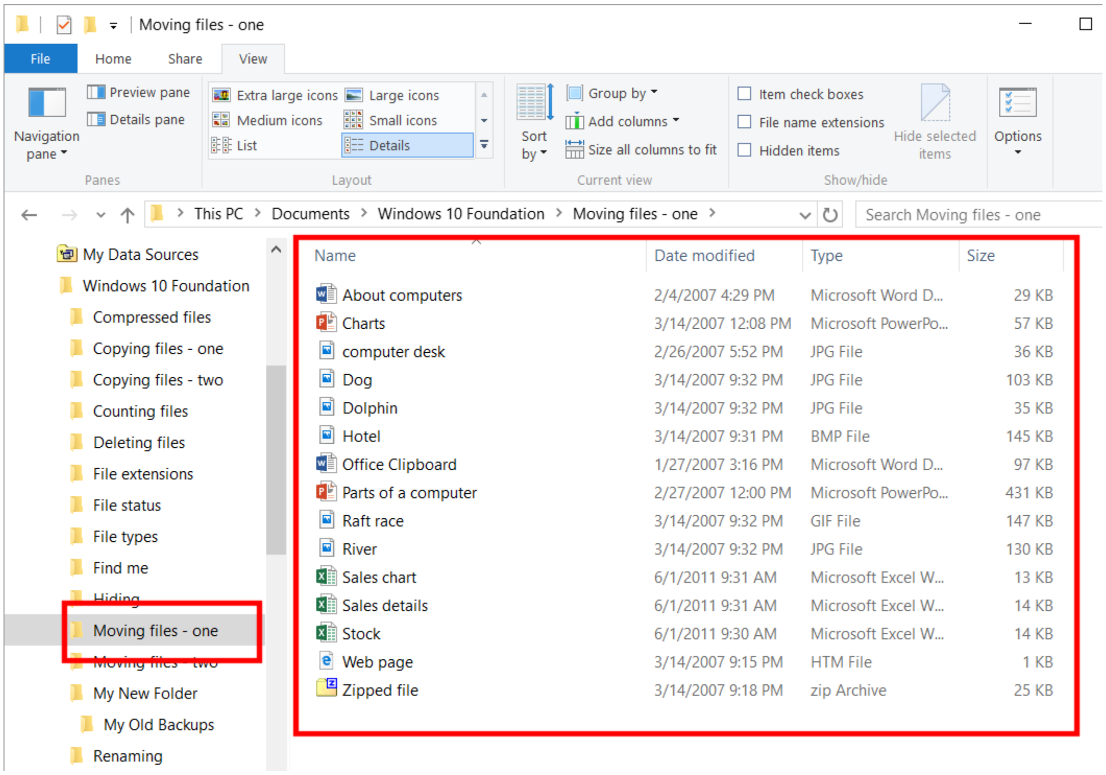
The Windows Clipboard

- The Windows Clipboard is an area of memory used for moving or copying items from one place to another. There are a number of Clipboard related keyboard shortcuts which you should memorize.

  Ctrl+X - Moves the selected item to the Clipboard.
  Ctrl+C - Copies the selected item to the Clipboard.
  Ctrl+V - Pastes the item from the Clipboard.

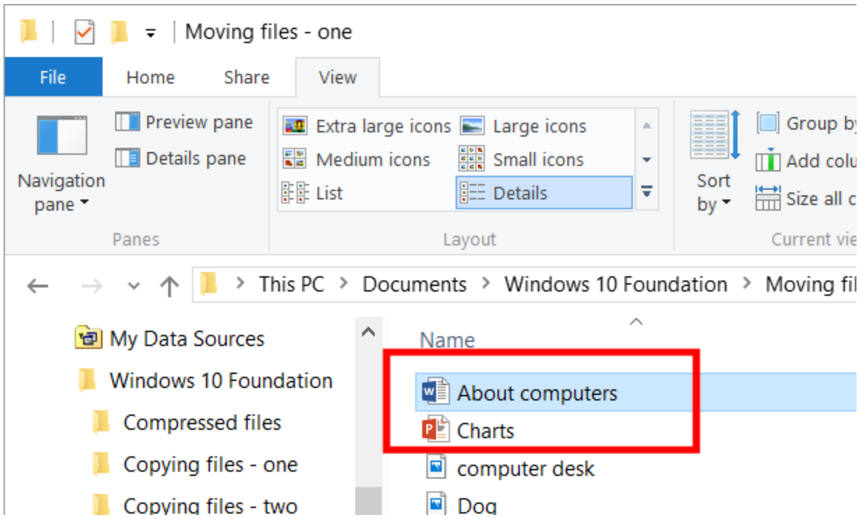
Moving files between folders

- If necessary open the File Explorer.
- Display the contents of the folder called **Moving files - one**.


Moving files - one
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Show/hide
Options
This PC > Documents > Windows 10 Foundation > Moving files - one
Search Moving files - one
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
My Old Backups
Renaming

Name	Date modified	Type	Size
About computers	2/4/2007 4:29 PM	Microsoft Word D...	29 KB
Charts	3/14/2007 12:08 PM	Microsoft PowerPo...	57 KB
computer desk	2/26/2007 5:52 PM	JPG File	36 KB
Dog	3/14/2007 9:32 PM	JPG File	103 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Hotel	3/14/2007 9:31 PM	BMP File	145 KB
Office Clipboard	1/27/2007 3:16 PM	Microsoft Word D...	97 KB
Parts of a computer	2/27/2007 12:00 PM	Microsoft PowerPo...	431 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB
River	3/14/2007 9:32 PM	JPG File	130 KB
Sales chart	6/1/2011 9:31 AM	Microsoft Excel W...	13 KB
Sales details	6/1/2011 9:31 AM	Microsoft Excel W...	14 KB
Stock	6/1/2011 9:30 AM	Microsoft Excel W...	14 KB
Web page	3/14/2007 9:15 PM	HTM File	1 KB
Zipped file	3/14/2007 9:18 PM	zip Archive	25 KB

- Select a file called **About computers**.


Moving files - one
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
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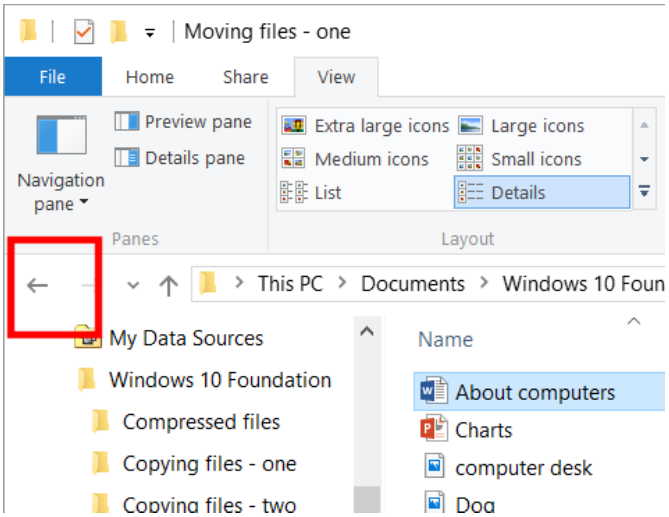
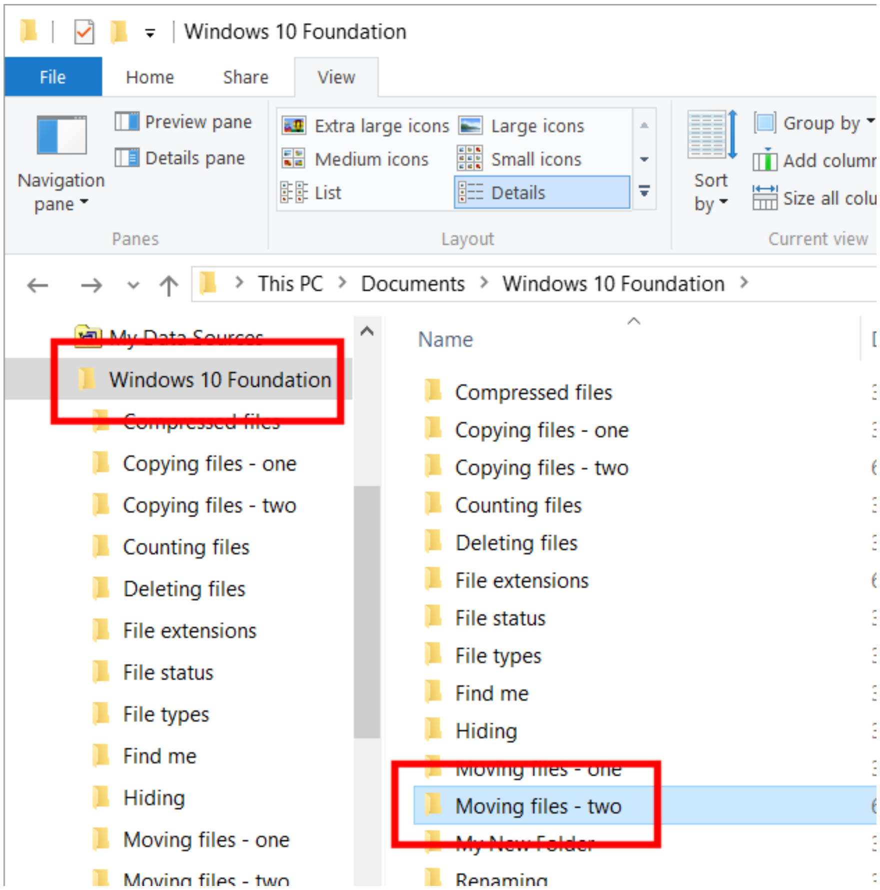
This PC > Documents > Windows 10 Foundation > Moving fil
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Name
About computers
Charts
computer desk
Dog

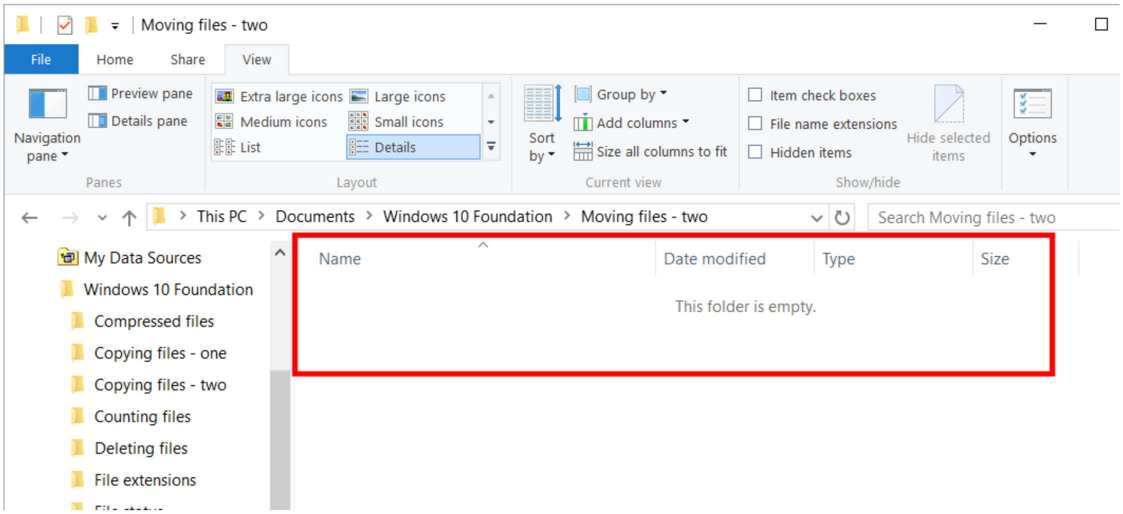
- Press **Ctrl+X**. This cuts (i.e. moves) the selected file to the Clipboard.
- Click on the **Back** button (top-left of the window) to return to the **Windows 10 Foundation** folder.


Moving files - one
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
This PC > Documents > Windows 10 Foun
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Name
About computers
Charts
computer desk
Dog

- Double click on the **Moving files – Two** folder.


Windows 10 Foundation
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add column
Size all colu
Current view
This PC > Documents > Windows 10 Foundation >
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
Name
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming

- You will see the contents of the second folder displayed. As you can see this folder does not contain any files.


Moving files - two
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
Item check boxes
File name extensions
Hidden items
Hide selected items
Options
Show/hide
This PC › Documents › Windows 10 Foundation › Moving files - two
Search Moving files - two
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
Name
Date modified
Type
Size
This folder is empty.

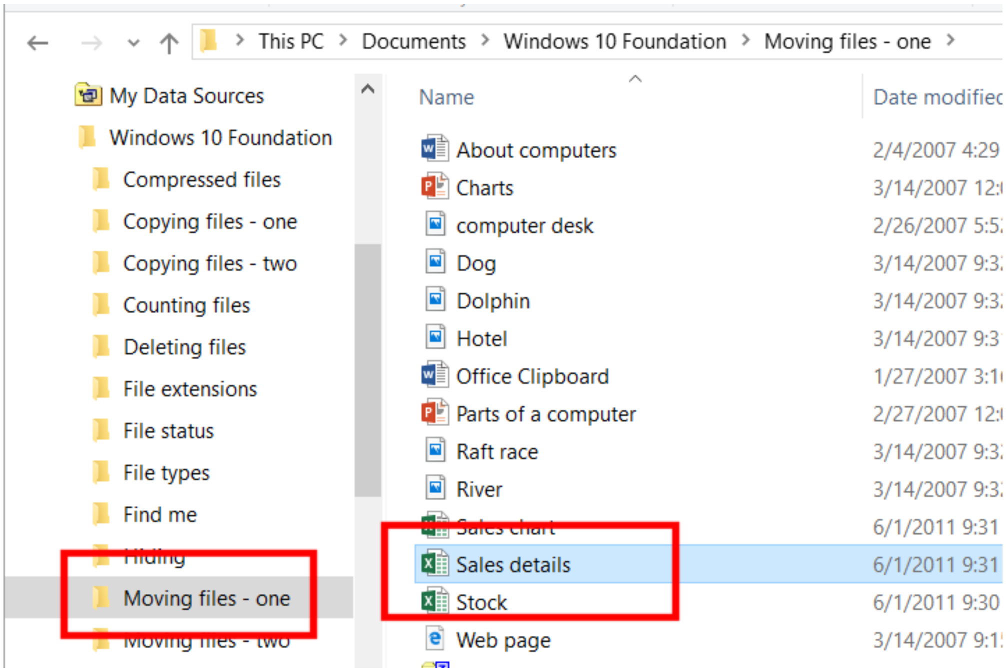
- Press **Ctrl+V.** This will paste the contents of the Clipboard to the selected folder. You will now see that the file that you cut has been moved to this second folder.
- Switch back to the original folder to verify that the file has been moved, not copied.
- Experiment with selecting multiple files and moving them from one folder to another.

TIP: You can use the same technique for moving entire folders from one place to another.

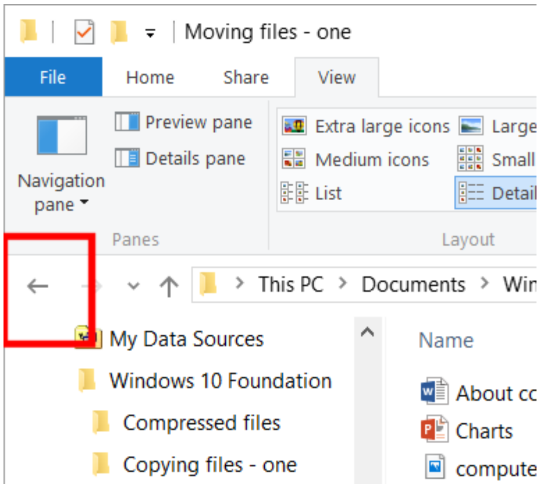
TIP: You can use the same technique for moving a file from a folder on one disk to a folder on another disk.

Copying files between folders

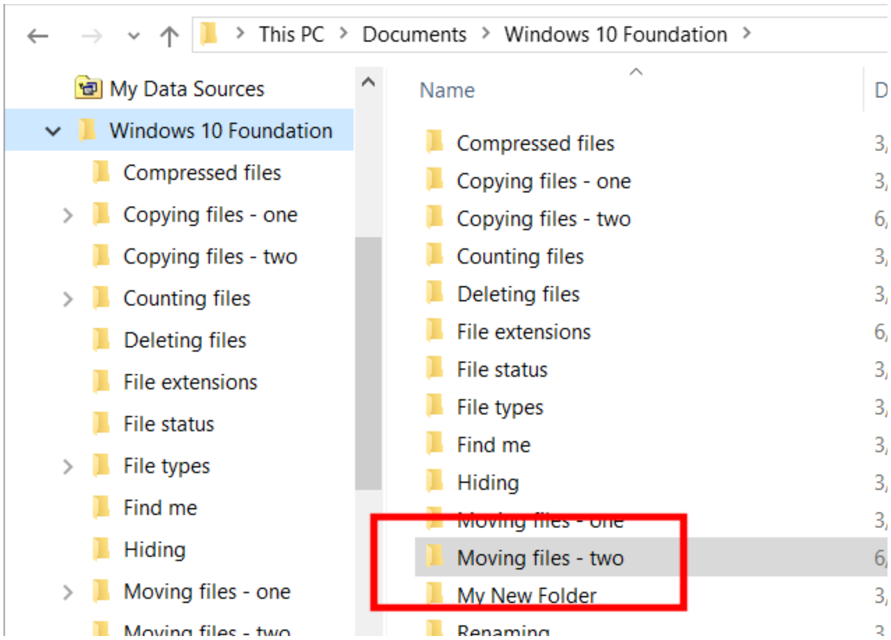
- Display the contents of the folder called **Moving files - one**.
- Select a file called **Sales Details**.


This PC > Documents > Windows 10 Foundation > Moving files - one >
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
Name
Date modified
About computers 2/4/2007 4:29
Charts 3/14/2007 12:
computer desk 2/26/2007 5:5
Dog 3/14/2007 9:3
Dolphin 3/14/2007 9:3
Hotel 3/14/2007 9:3
Office Clipboard 1/27/2007 3:1
Parts of a computer 2/27/2007 12:
Raft race 3/14/2007 9:3
River 3/14/2007 9:3
Sales chart 6/1/2011 9:31
Sales details 6/1/2011 9:31
Stock 6/1/2011 9:30
Web page 3/14/2007 9:1

- Press **Ctrl+C**. This copies the selected file to the Clipboard.
- Click on the **Back** button (top-left of the window) to return to the **Windows 10 Foundation** folder.


Moving files - one
File
Home
Share
View
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large
Medium icons
Small
List
Detail
Layout
This PC > Documents > Win
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Name
About co
Charts
compute

- Double click on the **Moving files – Two** folder.


This PC > Documents > Windows 10 Foundation >
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
Name
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming

- You will see the contents of the second folder displayed.
- Press **Ctrl+V.** This will paste the contents of the Clipboard to the selected folder. You will now see that the file has been copied to this second folder.
- Switch back to the original folder to verify that the file has been copied, not moved.
- Experiment with selecting multiple files and copying them from one folder to another.

TIP: You can use the same technique for copying entire folders from one place to another.

TIP: You can use the same technique for copying a file from a folder on one disk to a folder on another disk.

Backups

- Within a business environment you will normally use a computer that is connected to a network. In many cases your important data files will be automatically backed up for you and stored securely elsewhere on the network. You need to check with your IT support people that backups are performed automatically.

- In many small businesses or organizations little or no attention is given to the need to back up your data, until the day your computer breaks down or gets stolen, at which point you may have lost years of data.

- If the data you produce is important, it is your responsibility to make sure that it is regularly backed up.

- You can back-up across a network or to a removable device attached to your computer. You can copy your files to a CD or DVD disk and then store these safely. Alternatively, you may have the facility to back up to a tape device. Many people backup data to so called 'memory sticks'. Memory sticks are small devices you can plug into your computer sockets, within the File Explorer they look just like a normal drive and have a drive letter assigned to them.

- Whatever backup method you use, there are three basic principles when it comes to backups.

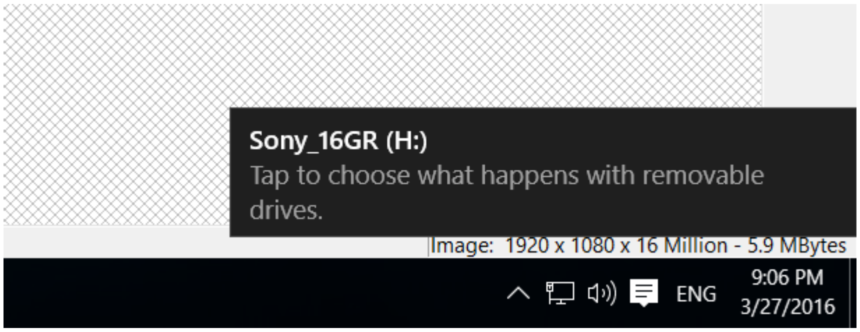
  Offsite storage: It is no use backing up your data to say a DVD, and leaving the backup copies next to your computer. If your computer gets stolen, chances are the backup disks will also get stolen. Always store your backup offsite.

  Regular backups: Perform separate backups on a regular basis. Even if one of the backups contains an error, the chances are that the rest will be OK.

  Check the backup: Every so often just check that you can restore the backed up data to a computer. Do not overwrite the latest version of your data with an earlier version; just simply check that the backup mechanism has not been corrupted. Also check what has been backed up.

Removable Memory Sticks - AutoPlay

- Insert the memory stick into one of the 'USB' sockets on your computer.
- You will see a message displayed in the top-right corner of your screen.

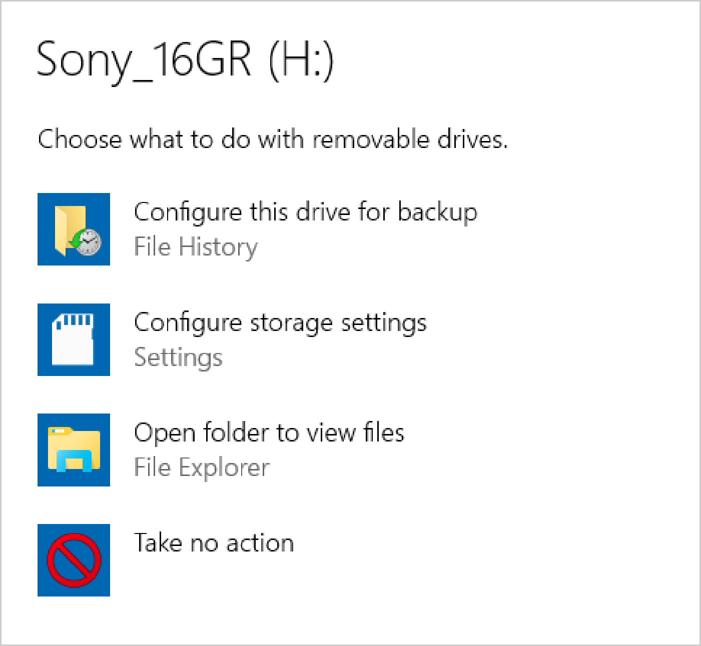


Sony_16GR (H:)

Tap to choose what happens with removable drives.

Image: 1920 x 1080 x 16 Million - 5.9 MBytes

- Click on this message and you will see the following displayed.



Sony_16GR (H:)

Choose what to do with removable drives.

Configure this drive for backup
File History

Configure storage settings
Settings

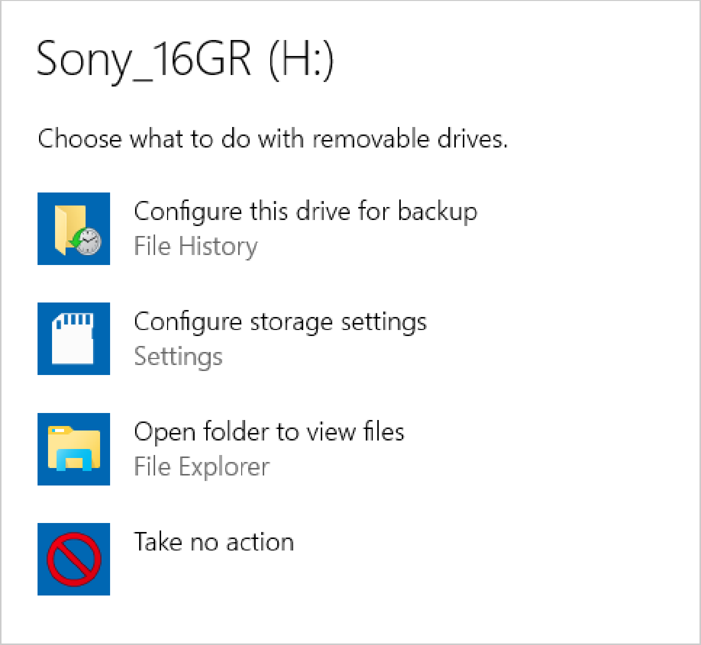
Open folder to view files
File Explorer

Take no action

- Click on the **Open folder to view files** option. This will display the contents of the memory stick within the File Explorer.

Backing up data to a removable drive

- If necessary, insert the memory stick into one of the ‘USB’ sockets on your computer. You will see the **AutoPlay** window displayed.



Sony_16GR (H:)

Choose what to do with removable drives.

Configure this drive for backup
File History

Configure storage settings
Settings

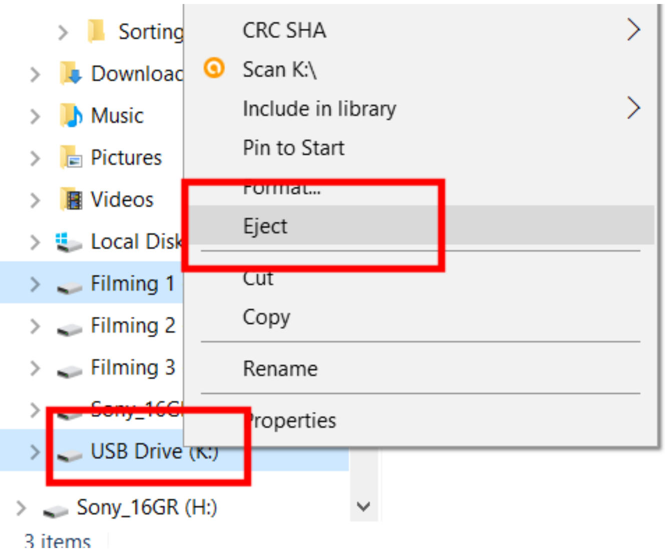
Open folder to view files
File Explorer

Take no action

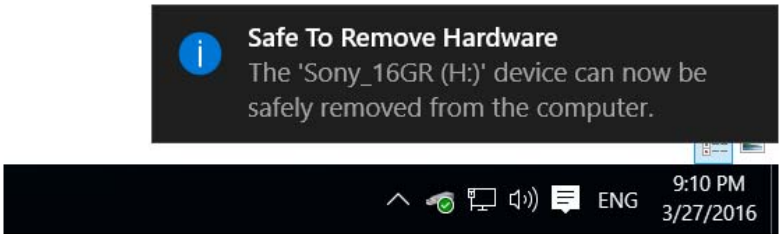
- Click on the **Open folder to view files** option. This will open the **File Explorer** allowing you to copy files to this device.
- You can select the files within one of your sample folders and press **Ctrl+C** to copy the file to the Clipboard.
- Select the removable drive and press **Ctrl+V** to paste the contents of the Clipboard to the removable drive.

Safely ejecting a memory stick

- You should never just remove a memory stick as this can result in data that you have copied to, or from, the disk being lost or corrupted.
- Within the **File Explorer**, right click over the memory stick drive and from the pop-up menu displayed, select the **Eject** command.


Sorting
Download
Music
Pictures
Videos
Local Disk
Filming 1
Filming 2
Filming 3
Sony_16G
USB Drive (K:)
Sony_16GR (H:)
3 items
CRC SHA
Scan K:\
Include in library
Pin to Start
Format...
Eject
Cut
Copy
Rename
Properties

- After a short delay you will see a message displayed telling you it is safe to remove the memory stick.


Safe To Remove Hardware
The 'Sony_16GR (H:)' device can now be safely removed from the computer.
ENG
9:10 PM
3/27/2016

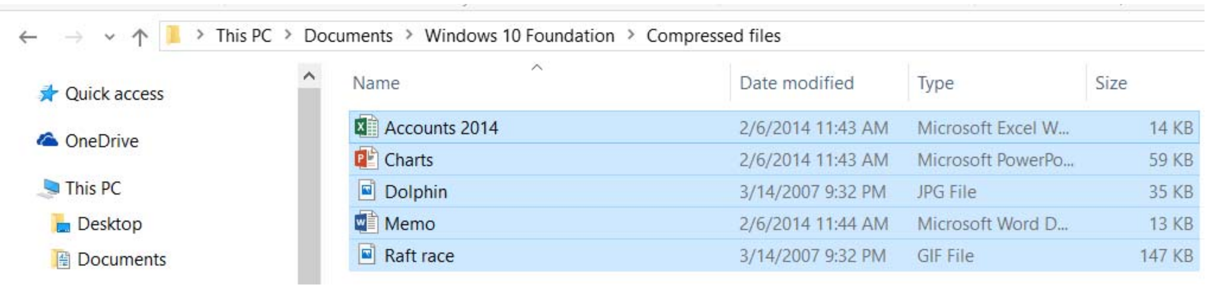
NOTE: The same procedure applies to disconnecting portable hard disk drives that you connect to your PC.

What is file compression?

- File compression lets you make the size of files smaller. This is useful when you need to save space on a disk or when you are sending a file as an email attachment and you want to keep the size of your attachments as small as possible.
- There are many third-party programs that you can purchase to compress or un-compress files and folders, such as WINRAR, WINZIP and PKZIP. These offer more flexibility than the options built into Windows 10, but you need to purchase these for a small additional cost.
- If you have installed a separate file compression program this may affect the way, the compression features that are built into Windows 10 work. In the examples illustrated below, no third party file compression has been installed; all the work is being performed by Windows itself.

Compressing files

- Within the **File Explorer**, display a folder called **Compressed Files**. This folder is located under the **Windows 10 Foundation** folder, which in turn is located under the **Documents** folder. As you can see this folder contains 5 files.

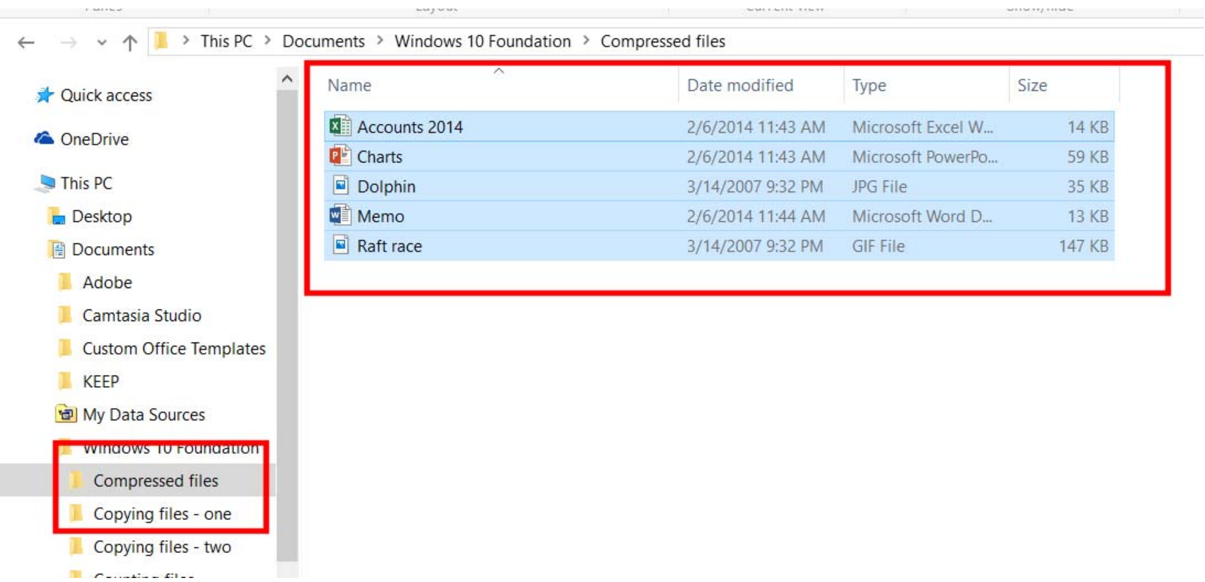


This PC > Documents > Windows 10 Foundation > Compressed files

Quick access
OneDrive
This PC
Desktop
Documents

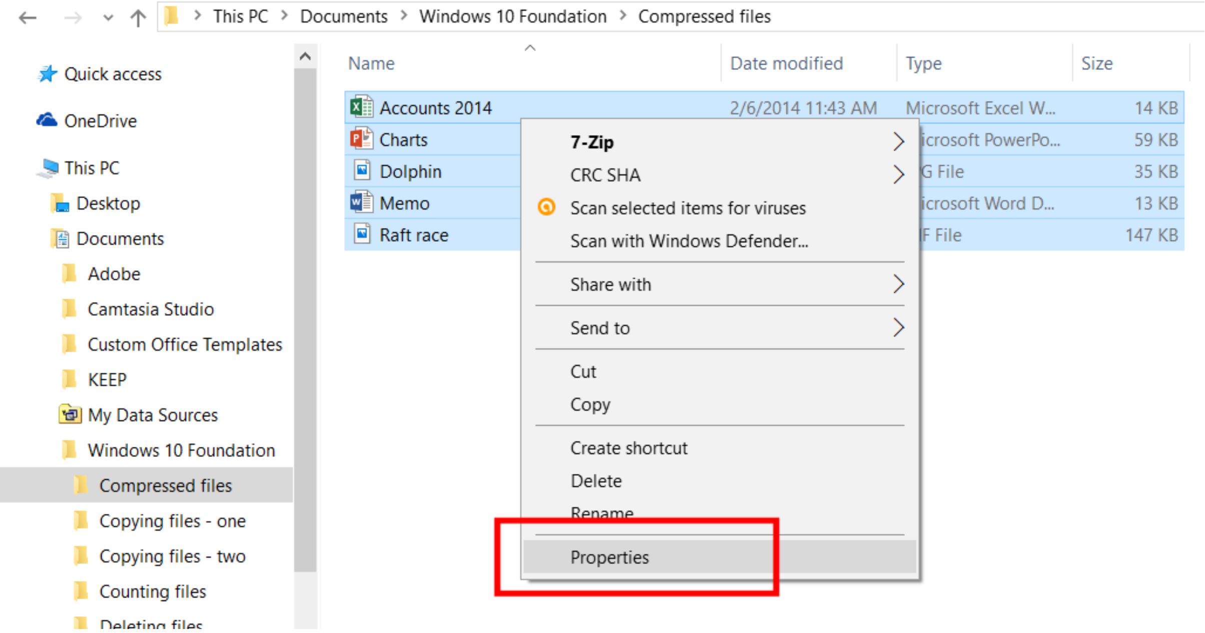
Name	Date modified	Type	Size
Accounts 2014	2/6/2014 11:43 AM	Microsoft Excel W...	14 KB
Charts	2/6/2014 11:43 AM	Microsoft PowerPo...	59 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Memo	2/6/2014 11:44 AM	Microsoft Word D...	13 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB

- Click on one of the files to select the file and then press **Ctrl+A** which will select all the files.

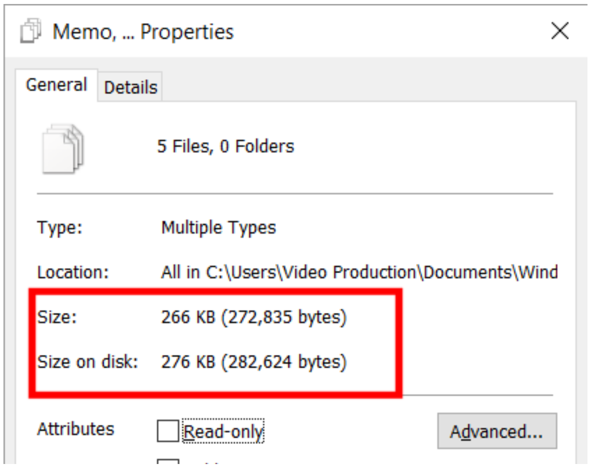

This PC > Documents > Windows 10 Foundation > Compressed files
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two

Name	Date modified	Type	Size
Accounts 2014	2/6/2014 11:43 AM	Microsoft Excel W...	14 KB
Charts	2/6/2014 11:43 AM	Microsoft PowerPo...	59 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Memo	2/6/2014 11:44 AM	Microsoft Word D...	13 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB

- Right click over the selected files and from the pop-up menus displayed select the **Properties** command.


This PC > Documents > Windows 10 Foundation > Compressed files
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
Name
Date modified
Type
Size
Accounts 2014
Charts
Dolphin
Memo
Raft race
7-Zip
CRC SHA
Scan selected items for viruses
Scan with Windows Defender...
Share with
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

- This will display information about total file size for all the selected files. Make a note of this information.


Memo, ... Properties
General
Details

5 Files, 0 Folders

Type: Multiple Types

Location: All in C:\Users\Video Production\Documents\Wind

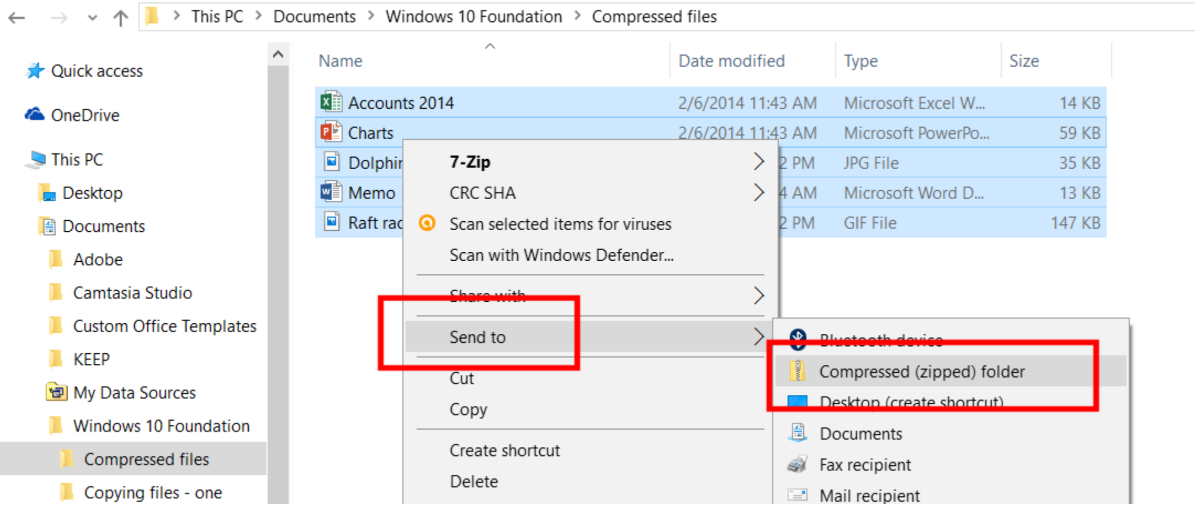
Size: 266 KB (272,835 bytes)

Size on disk: 276 KB (282,624 bytes)

Attributes ☐ Read-only

Advanced...

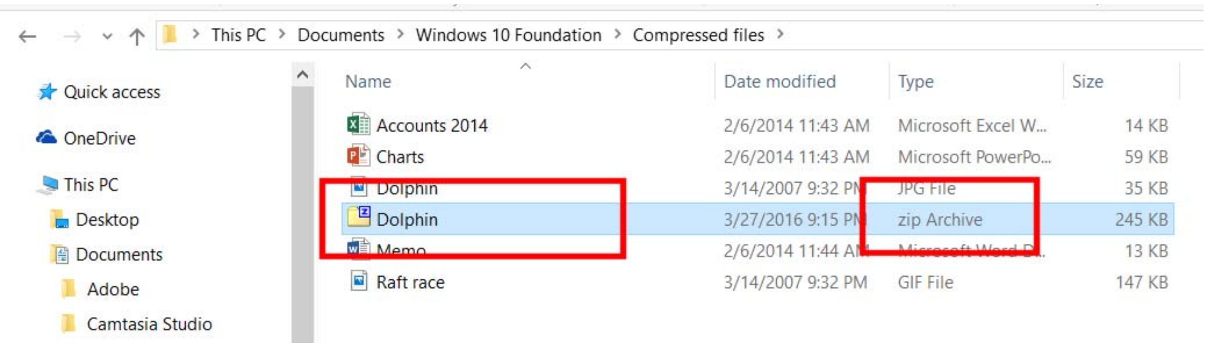
- Click on the **OK** button to close the **Properties** window.
- With the files still selected, right click again, but this time select the **Send to** command. From the sub-menu select **Compressed (zipped) Folder**.


This PC > Documents > Windows 10 Foundation > Compressed files
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
7-Zip
CRC SHA
Scan selected items for viruses
Scan with Windows Defender...
Share with
Send to
Cut
Copy
Create shortcut
Delete
Bluetooth device
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient
Mail recipient

Name	Date modified	Type	Size
Accounts 2014	2/6/2014 11:43 AM	Microsoft Excel W...	14 KB
Charts	2/6/2014 11:43 AM	Microsoft PowerPo...	59 KB
Dolphir	2 PM	JPG File	35 KB
Memo	4 AM	Microsoft Word D...	13 KB
Raft rac	2 PM	GIF File	147 KB

- Your screen will now look like this.

NOTE: The name of the compressed folder may be different. Look for the item that is marked with a folder icon rather than a file icon. In the example shown the compressed folder is called **Chart**.

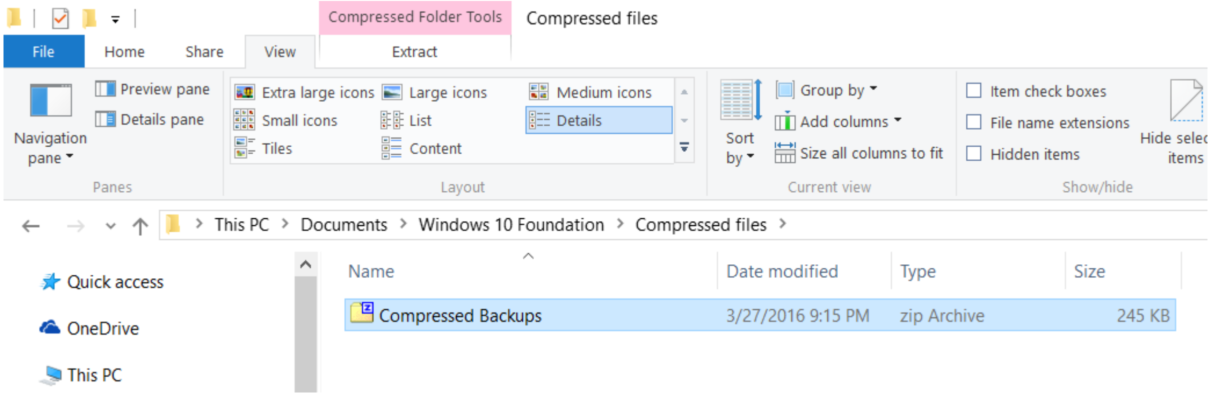

This PC > Documents > Windows 10 Foundation > Compressed files
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio

Name	Date modified	Type	Size
Accounts 2014	2/6/2014 11:43 AM	Microsoft Excel W...	14 KB
Charts	2/6/2014 11:43 AM	Microsoft PowerPo...	59 KB
Dolphin	3/14/2007 9:32 PM	JPG File	35 KB
Dolphin	3/27/2016 9:15 PM	zip Archive	245 KB
Memo	2/6/2014 11:44 AM	Microsoft Word D...	13 KB
Raft race	3/14/2007 9:32 PM	GIF File	147 KB

- Rename the compressed folder and call it **Compressed Backups**. Press the **Enter** key and your screen will now look like the illustration shown. You can still see the original files and you can also see the compressed folder containing a compressed copy of the individual files.

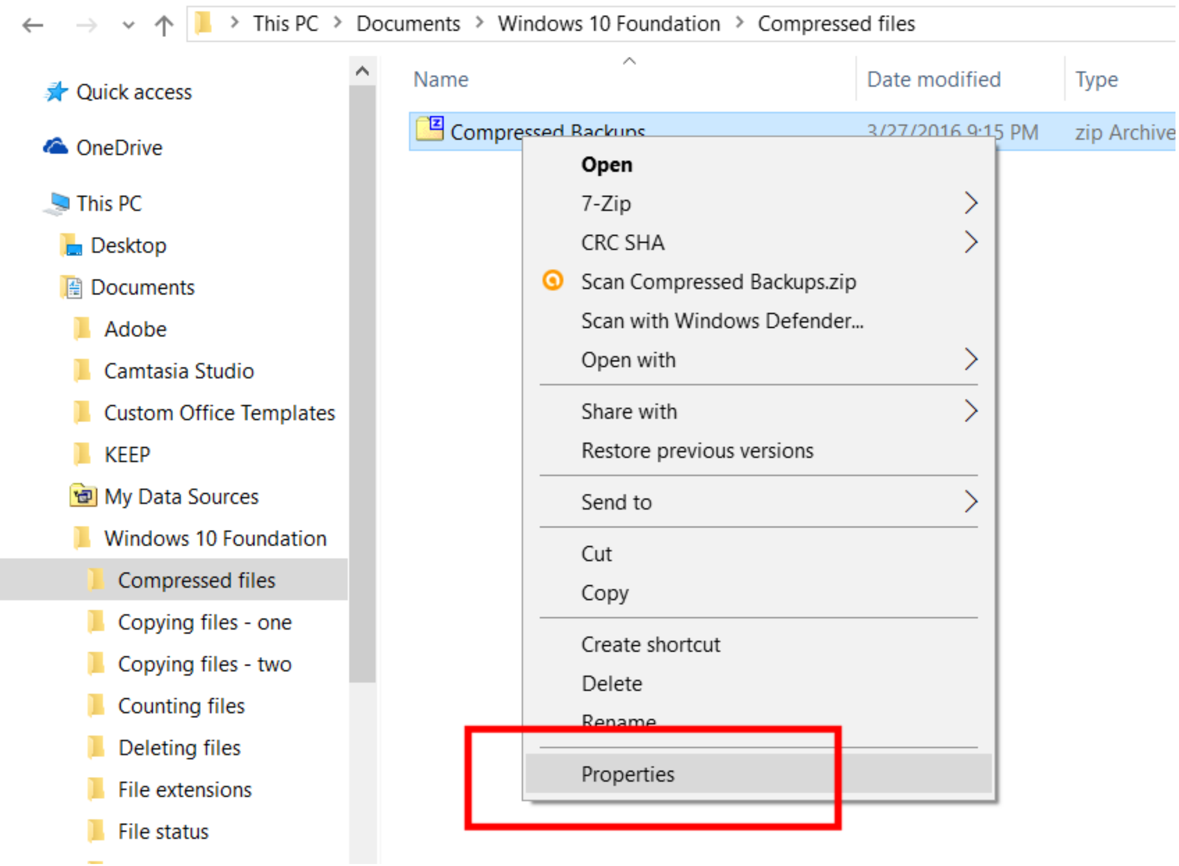
- Select each of the original files and use the **Del** key to delete them so that only the compressed folder is left.

- Now you can only see the compressed folder, which actually contains compressed copies of the original files.

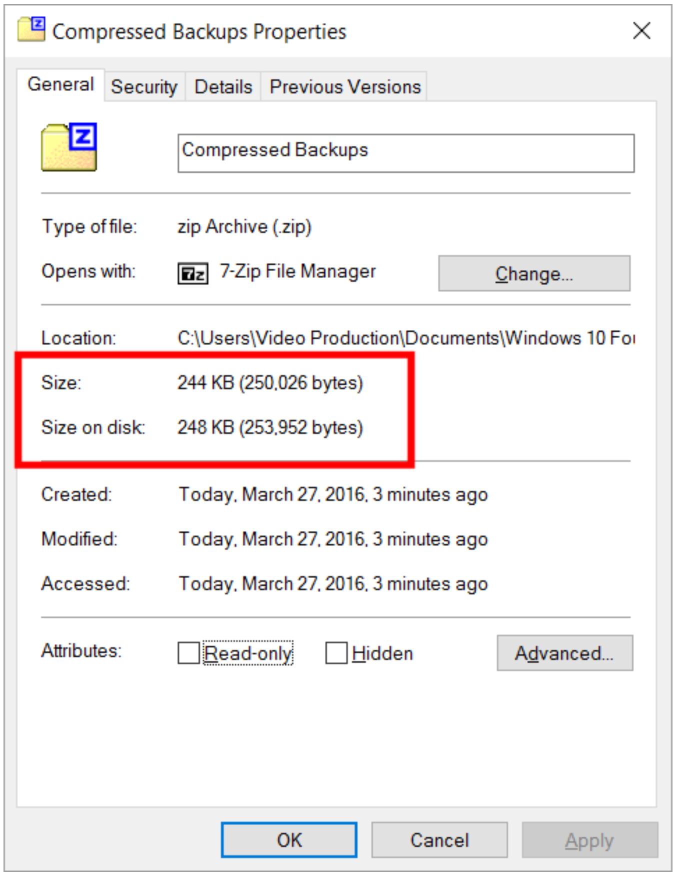

Compressed Folder Tools
Compressed files
File
Home
Share
View
Extract
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Large icons
Medium icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Group by
Add columns
Size all columns to fit
Current view
☐ Item check boxes
☐ File name extensions
☐ Hidden items
Hide selec items
Show/hide
This PC > Documents > Windows 10 Foundation > Compressed files
Quick access
OneDrive
This PC

Name	Date modified	Type	Size
Compressed Backups	3/27/2016 9:15 PM	zip Archive	245 KB

- Right click on the compressed folder and from the pop-up menus displayed select the **Properties** command.


This PC > Documents > Windows 10 Foundation > Compressed files
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
Name
Date modified
Type
Compressed Backups
3/27/2016 9:15 PM
zip Archive
Open
7-Zip
CRC SHA
Scan Compressed Backups.zip
Scan with Windows Defender...
Open with
Share with
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

- You should find that the total size of the compressed folder is smaller than the total file size of the original separate files.



Compressed Backups Properties
General
Security
Details
Previous Versions
Change...
Advanced...
OK
Cancel
Apply

Compressed Backups

Type of file: zip Archive (.zip)

Opens with: 7-Zip File Manager

Location: C:\Users\Video Production\Documents\Windows 10 Fo

Size: 244 KB (250,026 bytes)

Size on disk: 248 KB (253,952 bytes)

Created: Today, March 27, 2016, 3 minutes ago

Modified: Today, March 27, 2016, 3 minutes ago

Accessed: Today, March 27, 2016, 3 minutes ago

Attributes: ☐ Read-only ☐ Hidden

- Close the **Properties** dialog box.

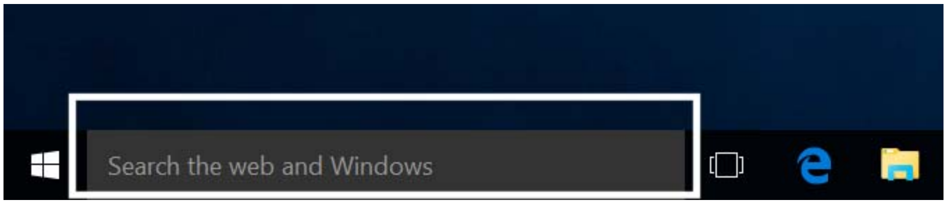
Extracting compressed files

- Select the compressed folder that you created within the previous exercise.
- Right click over the compressed folder and from the pop-up menu displayed, select the **Extract All** command and follow the onscreen instructions.
- Close any open windows before continuing.

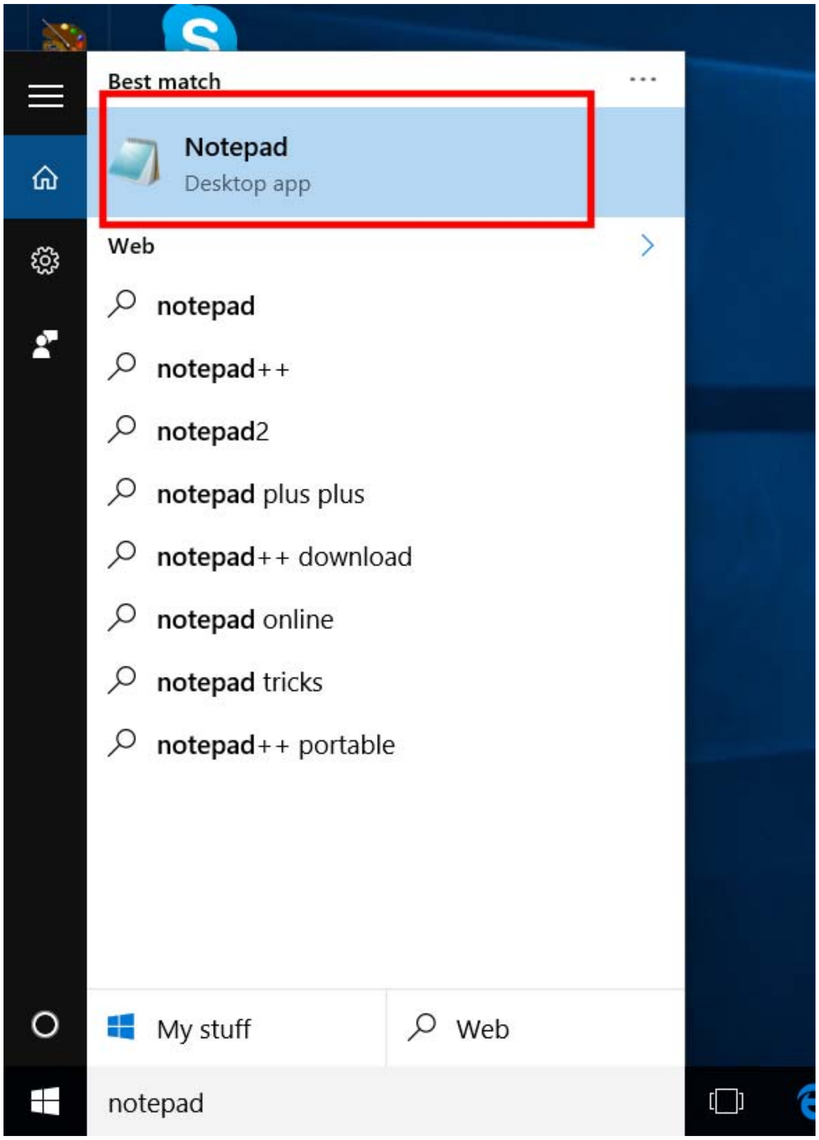
Searching

Searching for applications (programs)

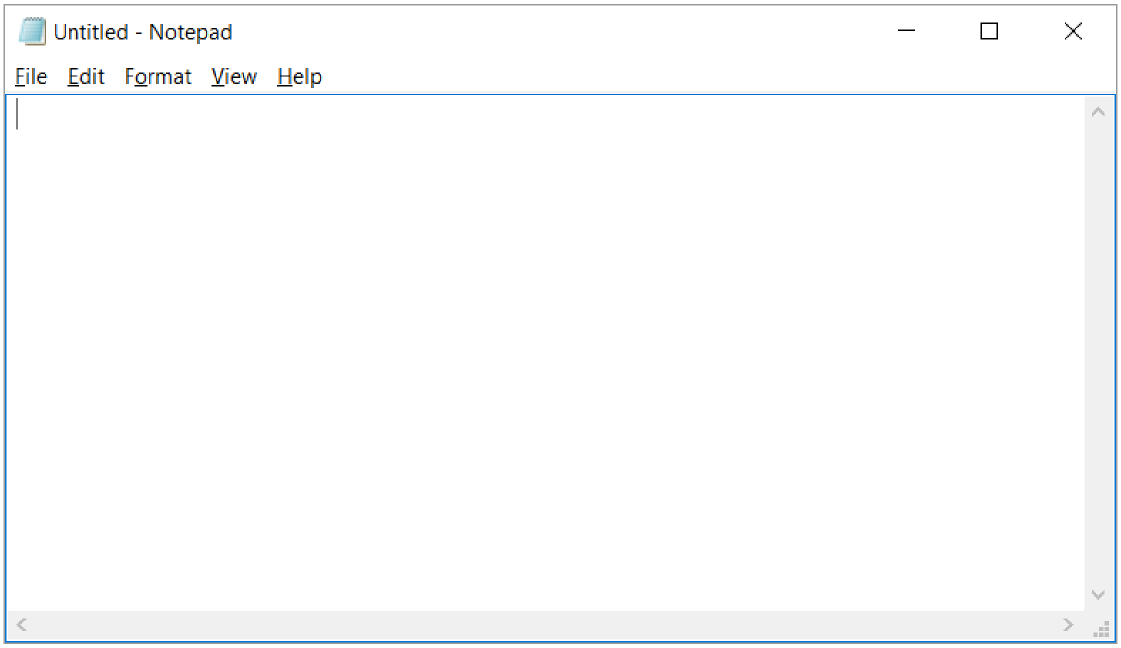
- Display the Windows Desktop.
- Within the search box type the name of an application such as **Notepad**.


Search the web and Windows

- You will see the following.


Best match
Notepad
Desktop app
Web
notepad
notepad++
notepad2
notepad plus plus
notepad++ download
notepad online
notepad tricks
notepad++ portable
My stuff
Web
notepad

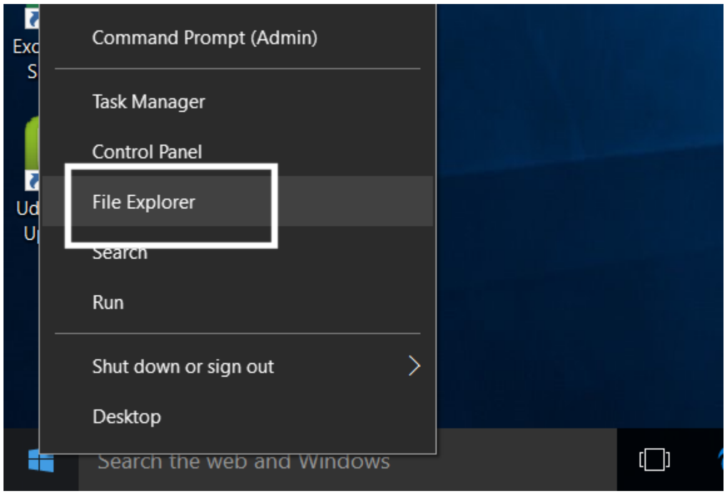
- Click on the **Notepad** item to launch the program.


Untitled - Notepad
File Edit Format View Help

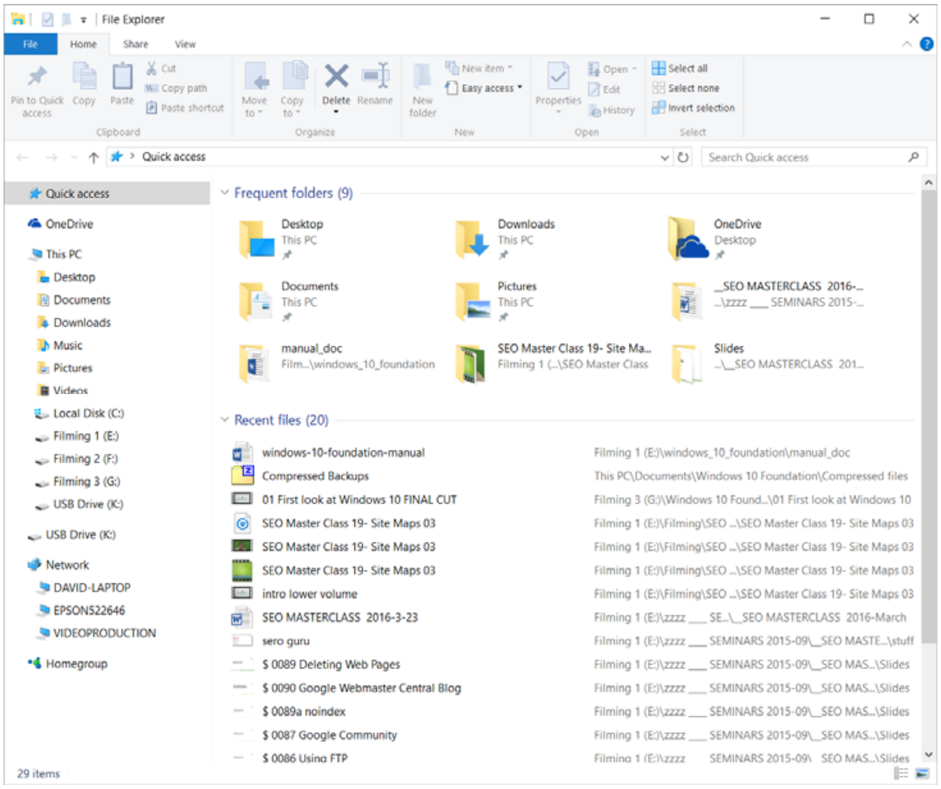
- Press **Alt+F4** to close the Notepad program.

Searching for files on your hard disk

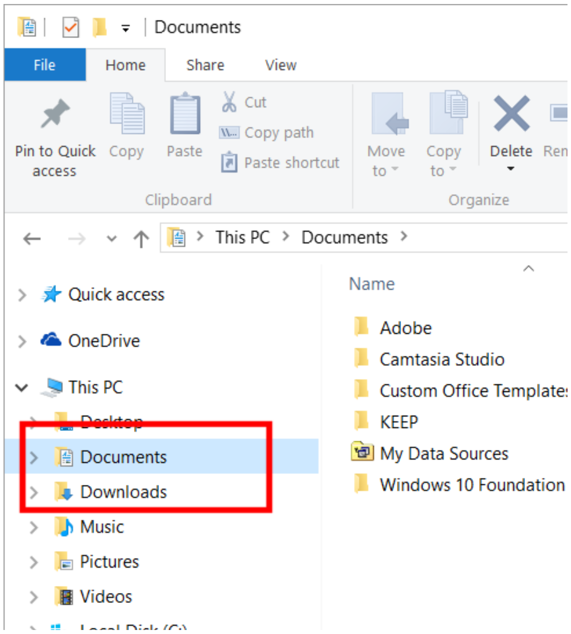
- If necessary, display the Windows Desktop.
- Right click on the **Start** button and from the popup menu displayed click on the **File Explorer** command.


Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Search the web and Windows

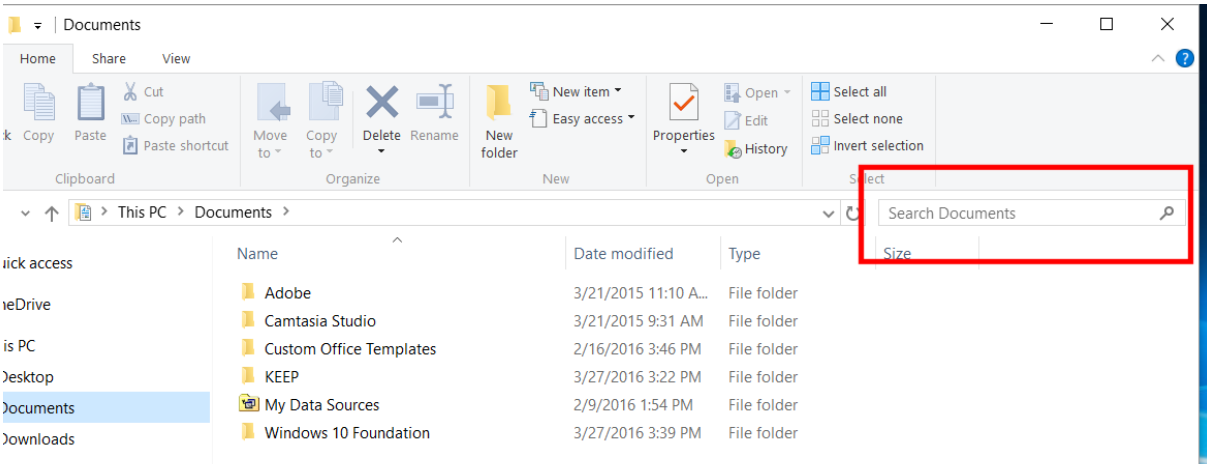
- This will display the File Explorer.


File Explorer
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Quick access
Search Quick access
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Filming 1 (E:)
Filming 2 (F:)
Filming 3 (G:)
USB Drive (K:)
USB Drive (K:)
Network
DAVID-LAPTOP
EPSON522646
VIDEOPRODUCTION
Homegroup
Frequent folders (9)
Desktop
This PC
Downloads
This PC
OneDrive
Desktop
Documents
This PC
Pictures
This PC
_SEO MASTERCLASS 2016-...
...\zzzz ___ SEMINARS 2015-...
manual_doc
Film...\windows_10_foundation
SEO Master Class 19- Site Ma...
Filming 1 (...\SEO Master Class
Slides
..._SEO MASTERCLASS 201...
Recent files (20)
windows-10-foundation-manual
Compressed Backups
01 First look at Windows 10 FINAL CUT
SEO Master Class 19- Site Maps 03
SEO Master Class 19- Site Maps 03
SEO Master Class 19- Site Maps 03
intro lower volume
SEO MASTERCLASS 2016-3-23
sero guru
$ 0089 Deleting Web Pages
$ 0090 Google Webmaster Central Blog
$ 0089a noindex
$ 0087 Google Community
$ 0086 Using FTP
Filming 1 (E:)\windows_10_foundation\manual_doc
This PC\Documents\Windows 10 Foundation\Compressed files
Filming 3 (G:)\Windows 10 Found...\01 First look at Windows 10
Filming 1 (E:)\Filming\SEO ...\SEO Master Class 19- Site Maps 03
Filming 1 (E:)\Filming\SEO ...\SEO Master Class 19- Site Maps 03
Filming 1 (E:)\Filming\SEO ...\SEO Master Class 19- Site Maps 03
Filming 1 (E:)\Filming\SEO ...\SEO Master Class 19- Site Maps 03
Filming 1 (E:)\zzzz ___ SE..._SEO MASTERCLASS 2016-March
Filming 1 (E:)\zzzz ___ SEMINARS 2015-09_SEO MASTE...\stuff
Filming 1 (E:)\zzzz ___ SEMINARS 2015-09_SEO MAS...\Slides
Filming 1 (E:)\zzzz ___ SEMINARS 2015-09_SEO MAS...\Slides
Filming 1 (E:)\zzzz ___ SEMINARS 2015-09_SEO MAS...\Slides
Filming 1 (E:)\zzzz ___ SEMINARS 2015-09_SEO MAS...\Slides
Filming 1 (E:)\zzzz ___ SEMINARS 2015-09_SEO MAS...\Slides
29 items

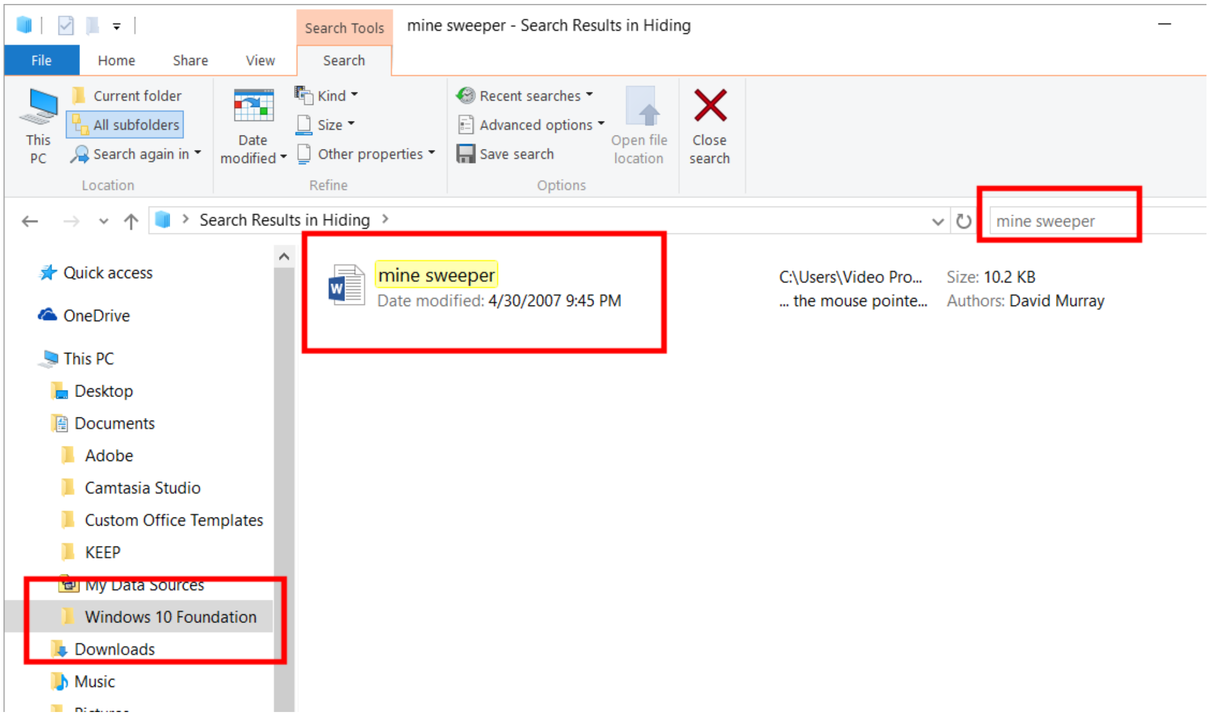
- You can search the entire hard disk, or you can localize your search to a particular folder within the hard disk. In this case select the **Documents** folder.


Documents
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Ren
Organize
This PC > Documents >
Quick access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Name
Adobe
Camtasia Studio
Custom Office Template:
KEEP
My Data Sources
Windows 10 Foundation

- Then change to the **Windows 10 Foundation** folder.
- Click within the **Search Documents** section (top-right of your screen).


Documents
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
This PC
Documents
Search Documents
Name
Date modified
Type
Size
ick access
eDrive
is PC
Desktop
Documents
Downloads
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
3/21/2015 11:10 A...
3/21/2015 9:31 AM
2/16/2016 3:46 PM
3/27/2016 3:22 PM
2/9/2016 1:54 PM
3/27/2016 3:39 PM
File folder

- Enter the file name you are searching for, in this case enter the words **mine sweeper**. You will see the following.

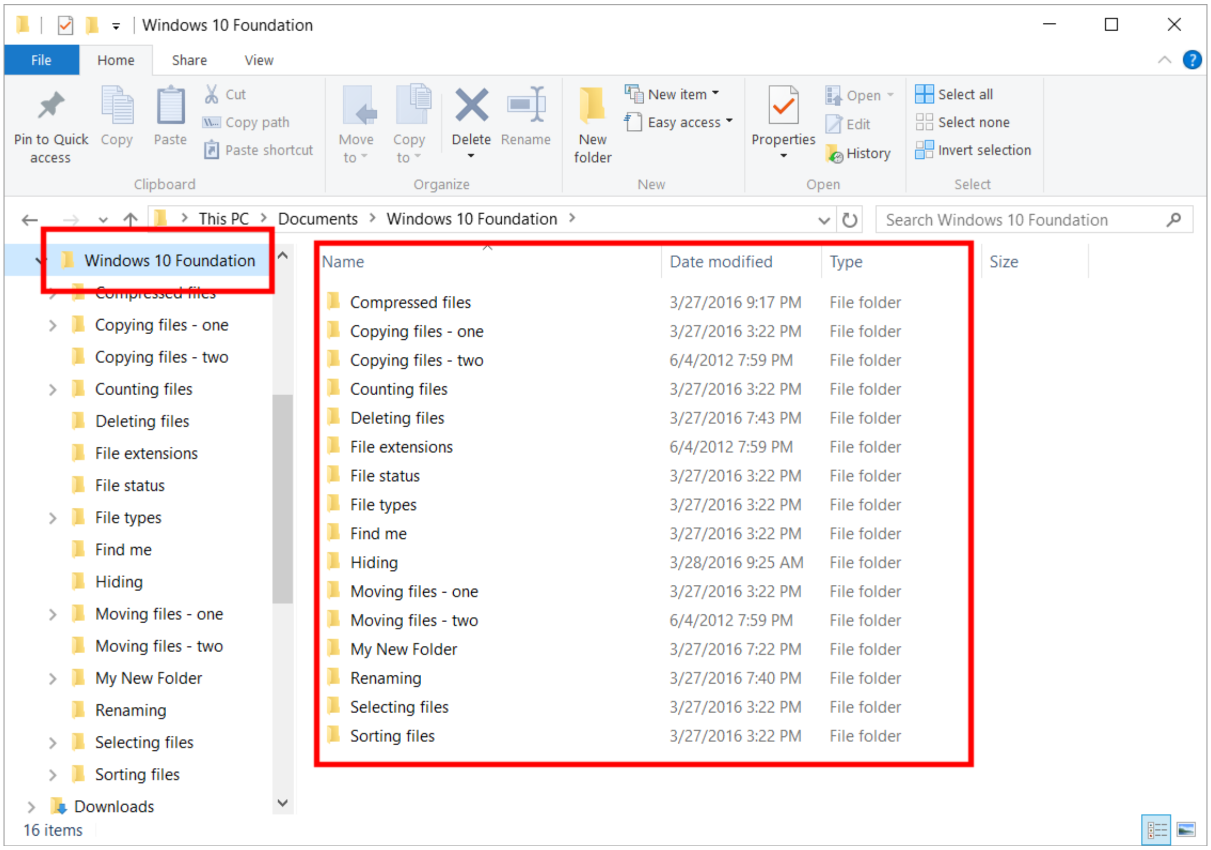

Search Tools
mine sweeper - Search Results in Hiding
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Search Results in Hiding
mine sweeper
Quick access
OneDrive
This PC
Desktop
Documents
Adobe
Camtasia Studio
Custom Office Templates
KEEP
My Data Sources
Windows 10 Foundation
Downloads
Music
mine sweeper
Date modified: 4/30/2007 9:45 PM
C:\Users\Video Pro...
... the mouse pointe...
Size: 10.2 KB
Authors: David Murray

- You have found the file. Double click on the file to open it.
- Then press **Alt+F4** to close the Microsoft Word program.

Searching by file size

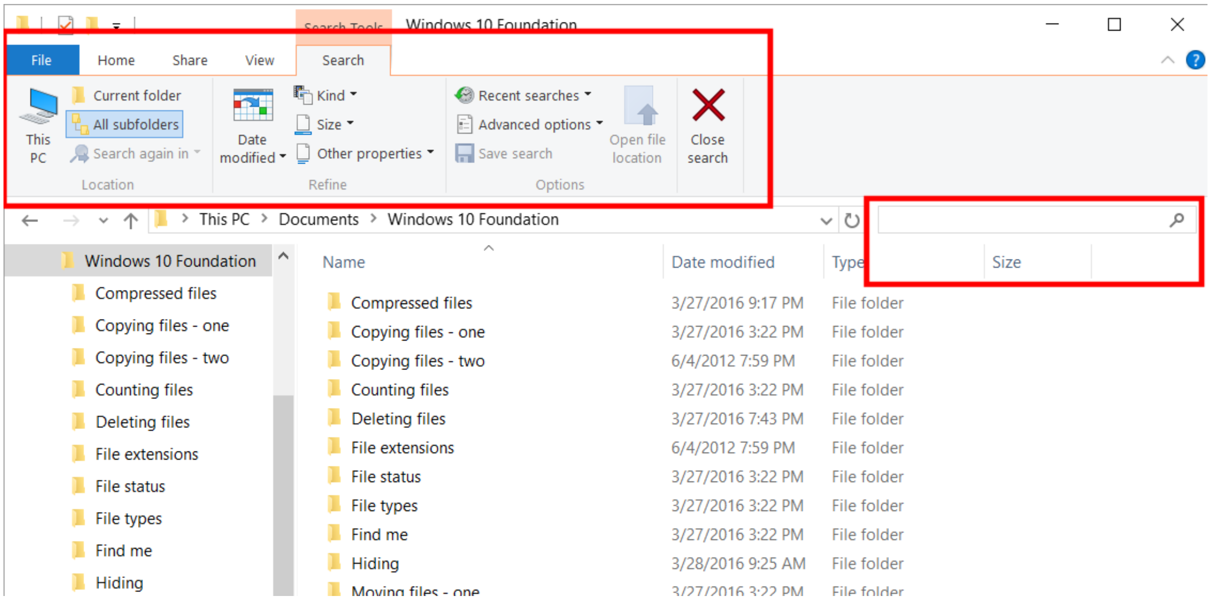
- Display the **File Explorer**.
- Navigate to the **Documents** folder.

- Navigate to the **Windows 10 Foundation** folder. Your screen will now look like this.


Windows 10 Foundation
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
This PC > Documents > Windows 10 Foundation >
Search Windows 10 Foundation
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming
Selecting files
Sorting files
Downloads
16 items

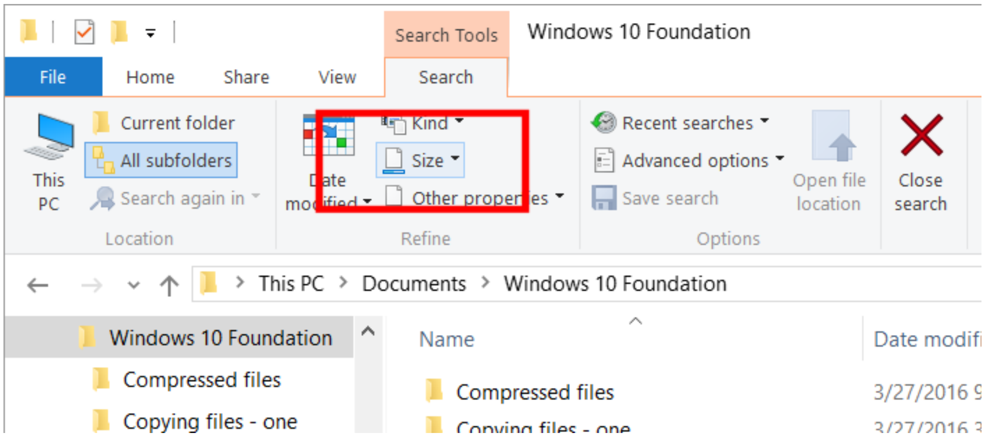
Name	Date modified	Type	Size
Compressed files	3/27/2016 9:17 PM	File folder	
Copying files - one	3/27/2016 3:22 PM	File folder	
Copying files - two	6/4/2012 7:59 PM	File folder	
Counting files	3/27/2016 3:22 PM	File folder	
Deleting files	3/27/2016 7:43 PM	File folder	
File extensions	6/4/2012 7:59 PM	File folder	
File status	3/27/2016 3:22 PM	File folder	
File types	3/27/2016 3:22 PM	File folder	
Find me	3/27/2016 3:22 PM	File folder	
Hiding	3/28/2016 9:25 AM	File folder	
Moving files - one	3/27/2016 3:22 PM	File folder	
Moving files - two	6/4/2012 7:59 PM	File folder	
My New Folder	3/27/2016 7:22 PM	File folder	
Renaming	3/27/2016 7:40 PM	File folder	
Selecting files	3/27/2016 3:22 PM	File folder	
Sorting files	3/27/2016 3:22 PM	File folder	

- Click once within the search box (top-right) and you will see the Search Ribbon displayed across the top of the window.

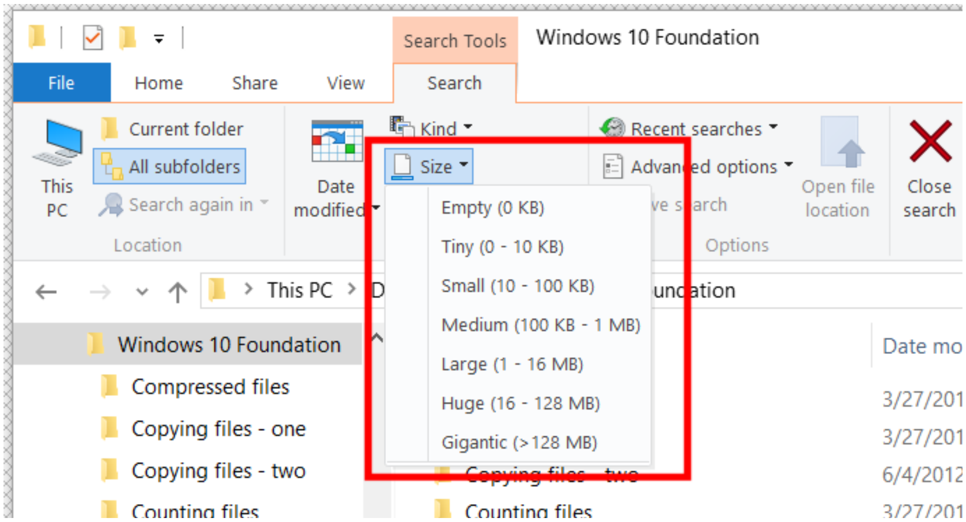

Search Tools
Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options
This PC > Documents > Windows 10 Foundation
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding

Name	Date modified	Type	Size
Compressed files	3/27/2016 9:17 PM	File folder	
Copying files - one	3/27/2016 3:22 PM	File folder	
Copying files - two	6/4/2012 7:59 PM	File folder	
Counting files	3/27/2016 3:22 PM	File folder	
Deleting files	3/27/2016 7:43 PM	File folder	
File extensions	6/4/2012 7:59 PM	File folder	
File status	3/27/2016 3:22 PM	File folder	
File types	3/27/2016 3:22 PM	File folder	
Find me	3/27/2016 3:22 PM	File folder	
Hiding	3/28/2016 9:25 AM	File folder	
Moving files - one	3/27/2016 3:22 PM	File folder	

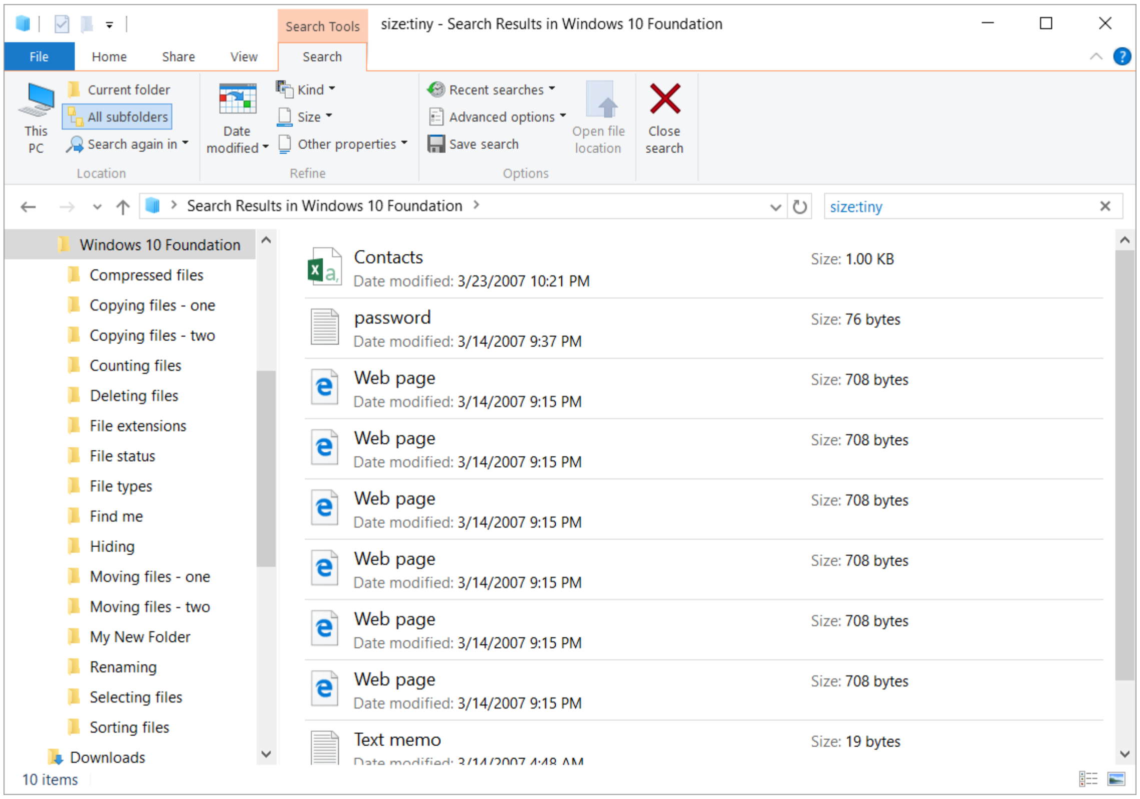
- Click on the **drop down** next to **Size**.


Search Tools
Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
This PC > Documents > Windows 10 Foundation
Windows 10 Foundation
Compressed files
Copying files - one
Name
Date modifi
Compressed files
3/27/2016

- You will see a drop down list of file sizes.


Search Tools
Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Empty (0 KB)
Tiny (0 - 10 KB)
Small (10 - 100 KB)
Medium (100 KB - 1 MB)
Large (1 - 16 MB)
Huge (16 - 128 MB)
Gigantic (>128 MB)
Recent searches
Advanced options
Options
Open file location
Close search
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Date mo
3/27/201
3/27/201
6/4/2012
3/27/201

- Experiment with selecting different file sizes and see how this affects the results that are displayed in the search window.
- For instance, select the **Tiny** option. You may see a green bar moving across the screen. This shows that Windows is searching the current folder, plus all its sub-folders, for files that match your search criteria, which in this case is just tiny files.
- Once Windows has finished searching the results will be displayed, as illustrated below.


Search Tools
size:tiny - Search Results in Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Search Results in Windows 10 Foundation
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming
Selecting files
Sorting files
Downloads
10 items

size:tiny

Contacts
Date modified: 3/23/2007 10:21 PM Size: 1.00 KB

password
Date modified: 3/14/2007 9:37 PM Size: 76 bytes

Web page
Date modified: 3/14/2007 9:15 PM Size: 708 bytes

Web page
Date modified: 3/14/2007 9:15 PM Size: 708 bytes

Web page
Date modified: 3/14/2007 9:15 PM Size: 708 bytes

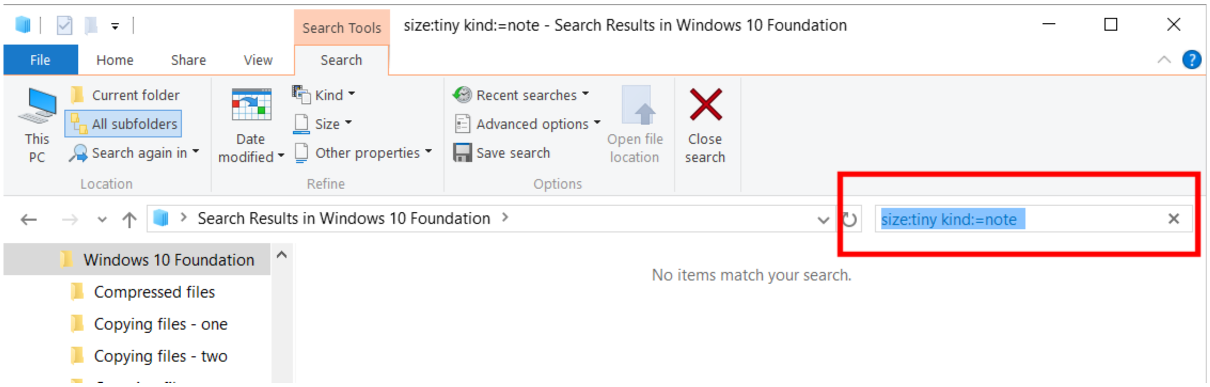
Web page
Date modified: 3/14/2007 9:15 PM Size: 708 bytes

Web page
Date modified: 3/14/2007 9:15 PM Size: 708 bytes

Web page
Date modified: 3/14/2007 9:15 PM Size: 708 bytes

Text memo
Date modified: 3/14/2007 4:48 AM Size: 19 bytes

- Clicking on any of the search results within the list will display the file contents or in some cases run a program file.
- Before continuing, remove the ‘tiny’ filter. Click on the **X** within the search box, as illustrated.


Search Tools
size:tiny kind:=note - Search Results in Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Search Results in Windows 10 Foundation
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two

size:tiny kind:=note

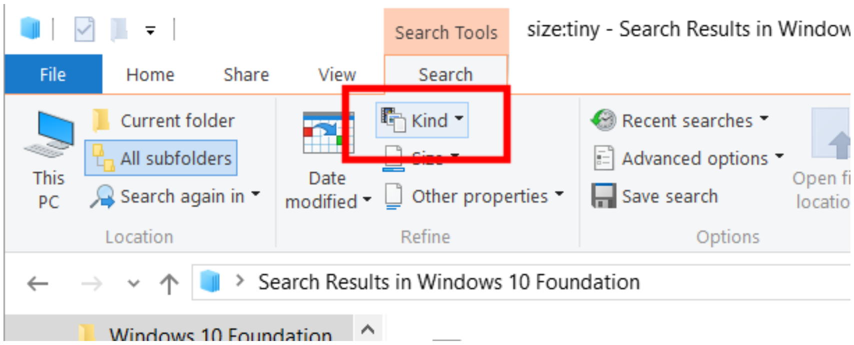
No items match your search.

- Close the File Explorer.

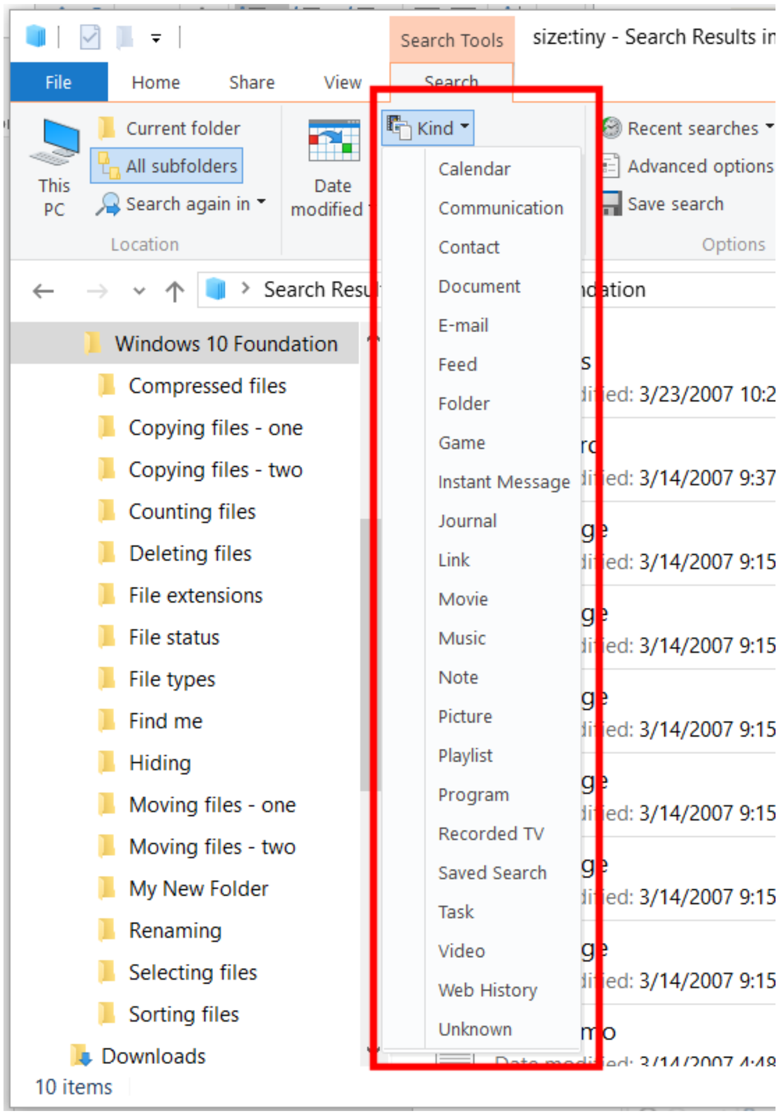
Searching by Kind

- If necessary re-open the File Explorer.

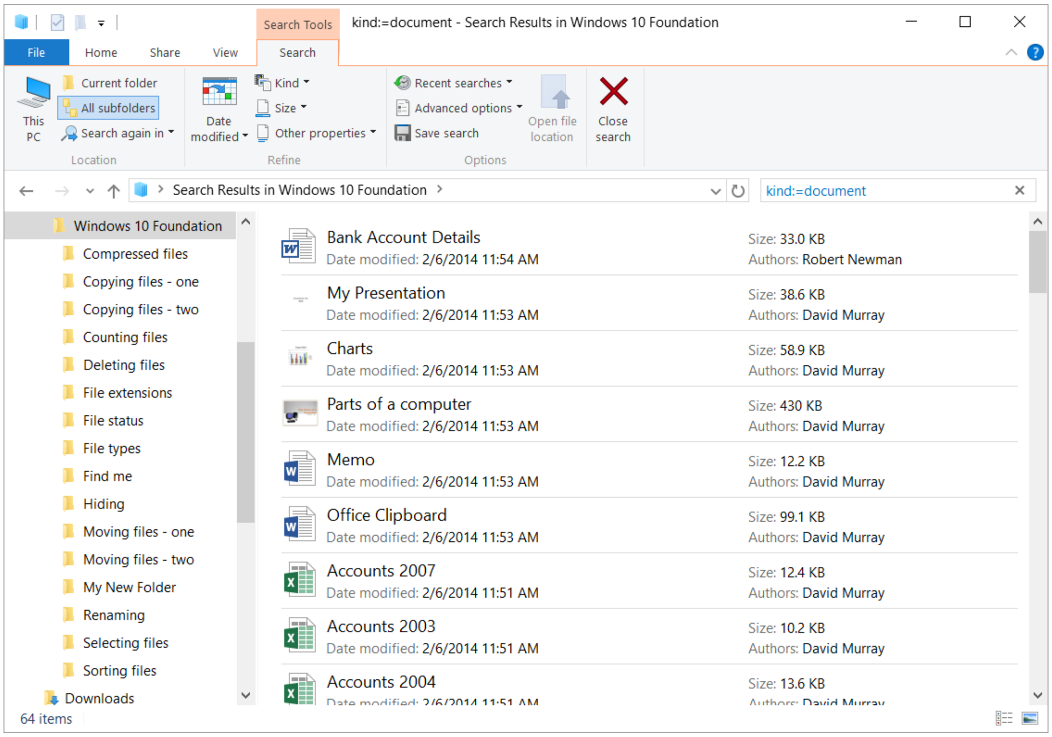
- Navigate to the **Windows 10 Foundation** folder.
- Click within the **Search** box and the Search Ribbon will be displayed.
- Click on the **down arrow** to the right of the **Kind** link.


Search Tools
size:tiny - Search Results in Window
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open fi locatio
Search Results in Windows 10 Foundation
Windows 10 Foundation

- This will display a list of file types.

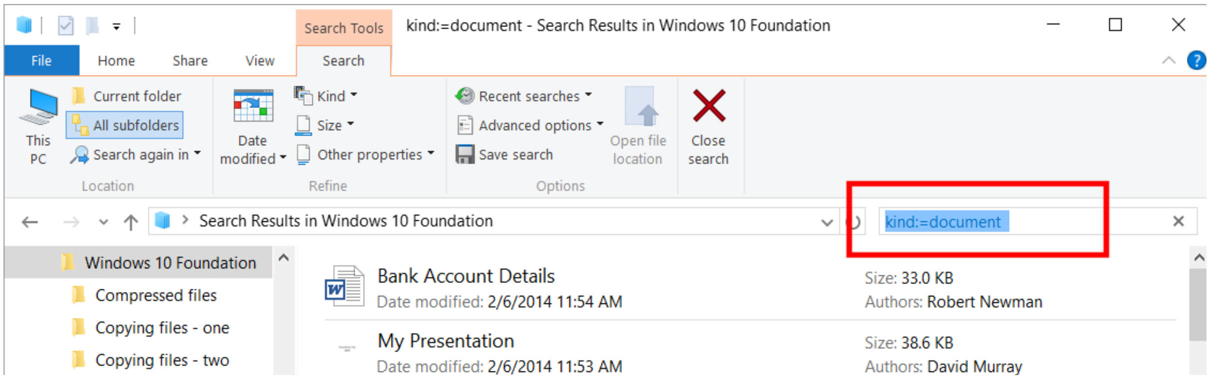

Search Tools
size:tiny - Search Results in
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Calendar
Communication
Contact
Document
E-mail
Feed
Folder
Game
Instant Message
Journal
Link
Movie
Music
Note
Picture
Playlist
Program
Recorded TV
Saved Search
Task
Video
Web History
Unknown
Recent searches
Advanced options
Save search
Options
Search Resu
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming
Selecting files
Sorting files
Downloads
10 items

- Try selecting the **Document** file type and see the effect.


Search Tools
kind:=document - Search Results in Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Search Results in Windows 10 Foundation
kind:=document
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files
Deleting files
File extensions
File status
File types
Find me
Hiding
Moving files - one
Moving files - two
My New Folder
Renaming
Selecting files
Sorting files
Downloads
64 items

Bank Account Details — Date modified: 2/6/2014 11:54 AM — Size: 33.0 KB — Authors: Robert Newman
My Presentation — Date modified: 2/6/2014 11:53 AM — Size: 38.6 KB — Authors: David Murray
Charts — Date modified: 2/6/2014 11:53 AM — Size: 58.9 KB — Authors: David Murray
Parts of a computer — Date modified: 2/6/2014 11:53 AM — Size: 430 KB — Authors: David Murray
Memo — Date modified: 2/6/2014 11:53 AM — Size: 12.2 KB — Authors: David Murray
Office Clipboard — Date modified: 2/6/2014 11:53 AM — Size: 99.1 KB — Authors: David Murray
Accounts 2007 — Date modified: 2/6/2014 11:51 AM — Size: 12.4 KB — Authors: David Murray
Accounts 2003 — Date modified: 2/6/2014 11:51 AM — Size: 10.2 KB — Authors: David Murray
Accounts 2004 — Date modified: 2/6/2014 11:51 AM — Size: 13.6 KB — Authors: David Murray

- Before continuing, remove the ‘**kind**’ filter. Click on the **X** within the search box, as illustrated.


Search Tools
kind:=document - Search Results in Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Search Results in Windows 10 Foundation
kind:=document
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two

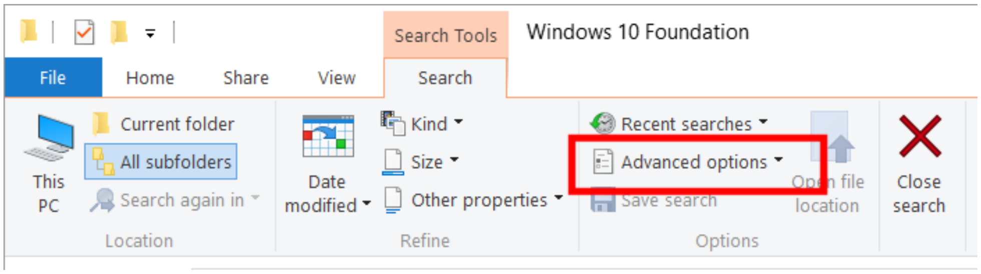
Bank Account Details — Date modified: 2/6/2014 11:54 AM — Size: 33.0 KB — Authors: Robert Newman
My Presentation — Date modified: 2/6/2014 11:53 AM — Size: 38.6 KB — Authors: David Murray

Searching by file content

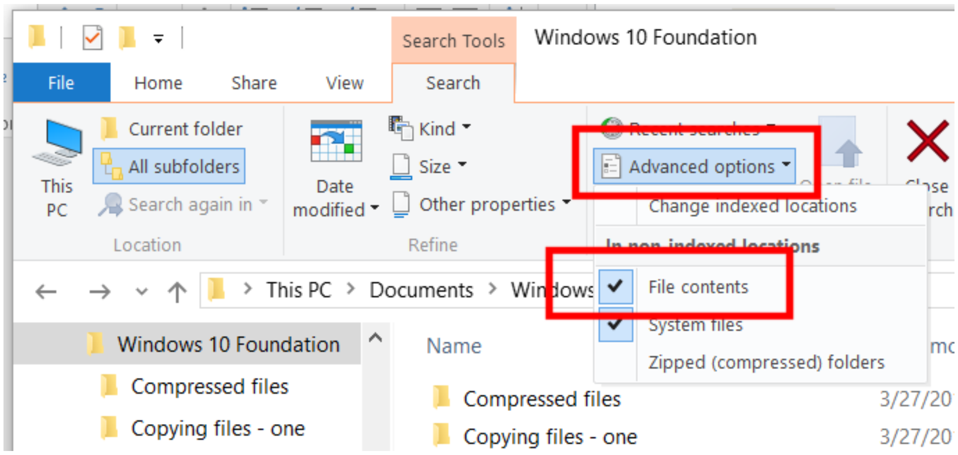
- You can search for a file if you know the file name. In real life you may create a document and remember what is in the document, but not remember where you saved the document, or what the file name was. The good news is that you can search for file content. For instance, let’s say you created a document containing an unusual word or phrase, such as **daveabc9**, then this can be used to find the file.

- If necessary re-open the File Explorer.

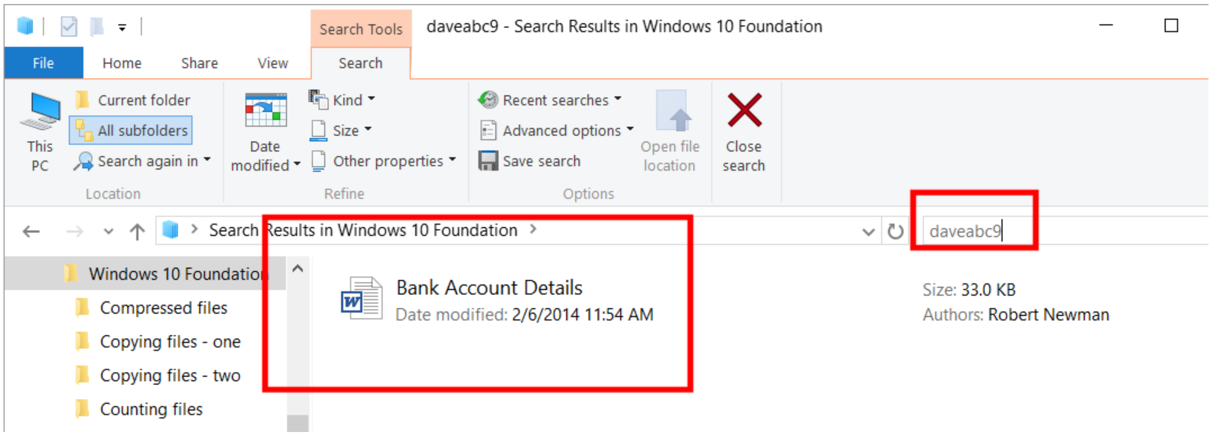
- Navigate to the **Windows 10 Foundation** folder.
- Click within the **Search** box and the Search Ribbon will be displayed.
- Click on the **down arrow** to the right of the **Advanced Options** link.


Search Tools
Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options

- From the drop down list displayed select **File contents**.


Search Tools
Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Change indexed locations
In non-indexed locations
File contents
System files
Zipped (compressed) folders
This PC > Documents > Windows
Windows 10 Foundation
Compressed files
Copying files - one
Name
Compressed files 3/27/20
Copying files - one 3/27/20

- Type the word **daveabc9** into the search text box. After a short delay you should see that the file name which contains this text is displayed within the search results.

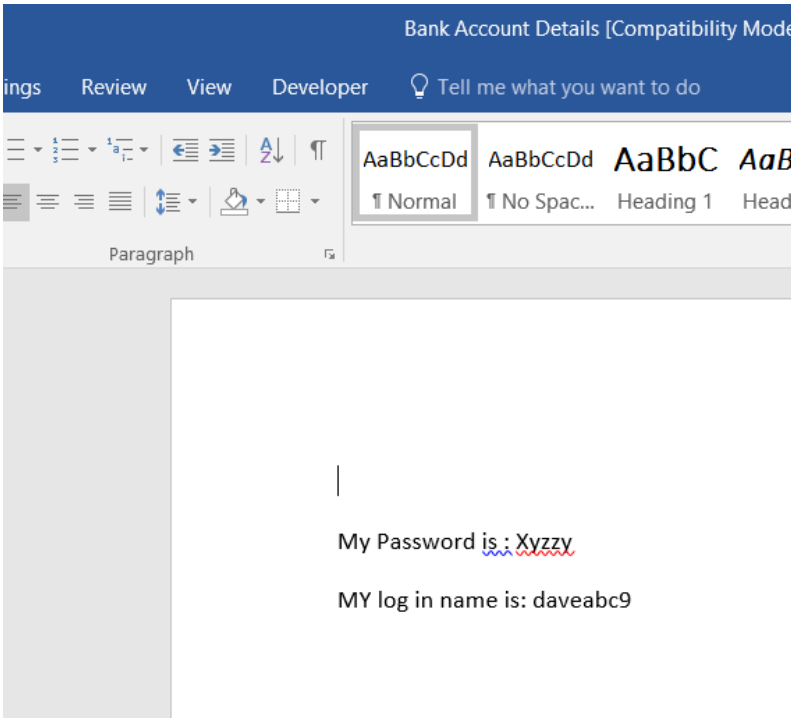

Search Tools
daveabc9 - Search Results in Windows 10 Foundation
File
Home
Share
View
Search
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Kind
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options
Search Results in Windows 10 Foundation
Windows 10 Foundation
Compressed files
Copying files - one
Copying files - two
Counting files

daveabc9

Bank Account Details
Date modified: 2/6/2014 11:54 AM

Size: 33.0 KB
Authors: Robert Newman

- Double click on the file to open the document and verify that the document does indeed contain the text **daveabc9**.


Bank Account Details [Compatibility Mode
ings
Review
View
Developer
Tell me what you want to do
AaBbCcDd
¶ Normal
AaBbCcDd
¶ No Spac...
AaBbC
Heading 1
AaB
Head
Paragraph

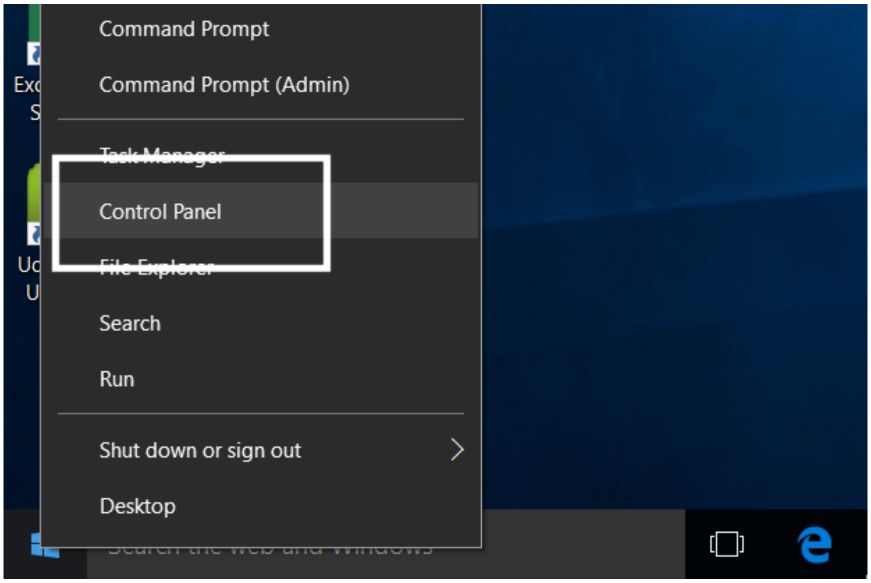
My Password is : Xyzzy

MY log in name is: daveabc9

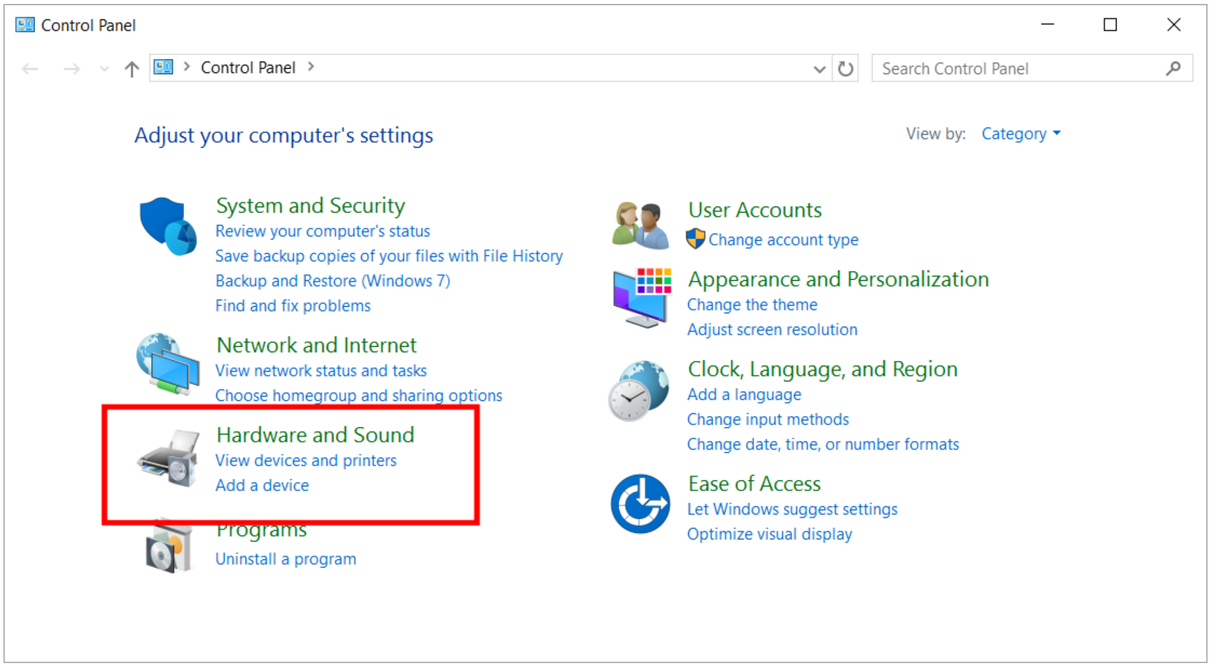
Printing Issues

Viewing the printers that are available to your PC

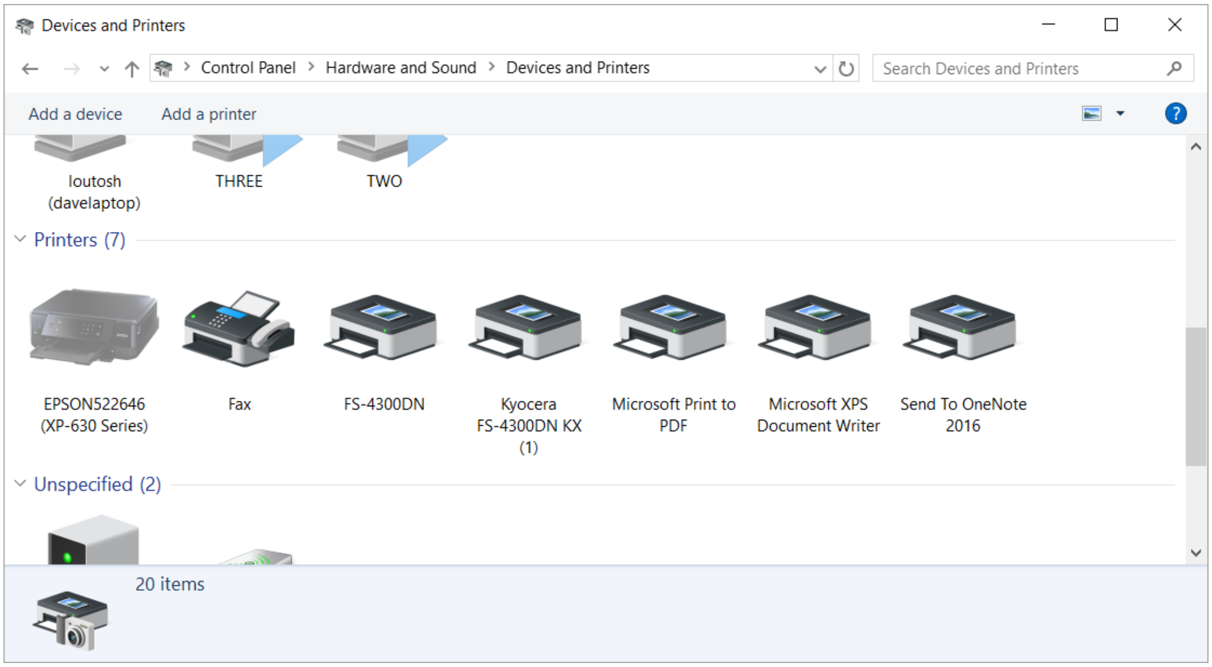
- If necessary, display the Desktop.
- Right click over the **Start button** and from the popup menu displayed click on **Control Panel**.


Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Shut down or sign out
Desktop
Search the web and Windows

- The **Control Panel** will be displayed.

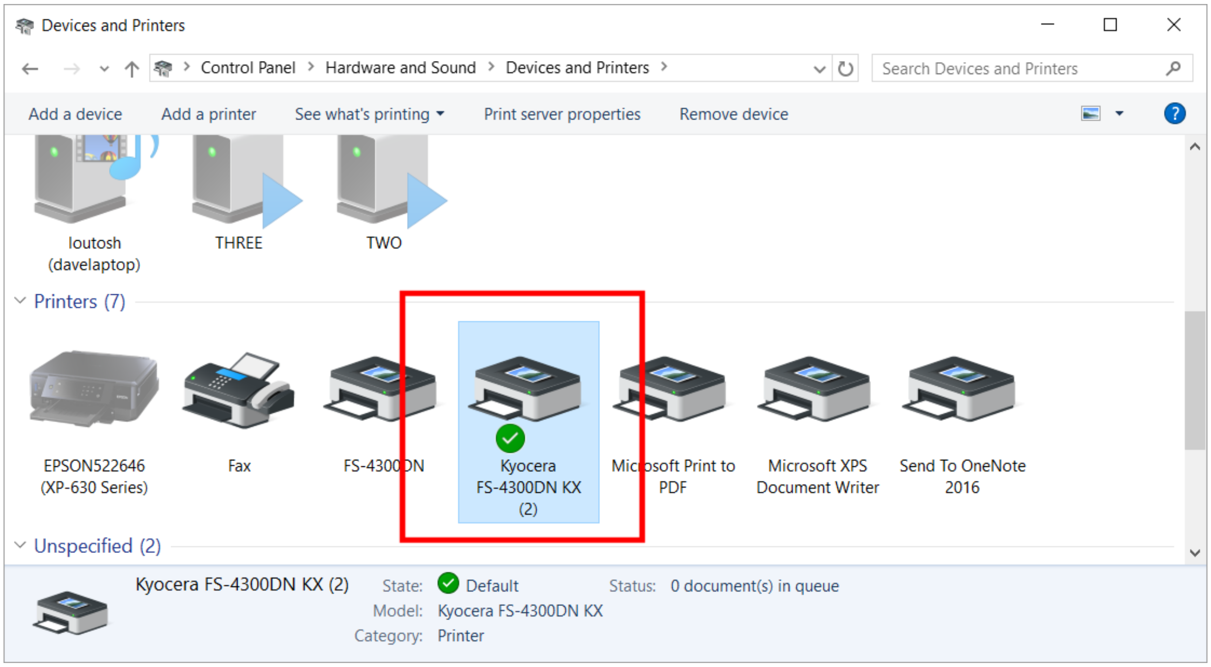

Control Panel
Control Panel
Search Control Panel
Adjust your computer's settings
View by: Category
System and Security
Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)
Find and fix problems
Network and Internet
View network status and tasks
Choose homegroup and sharing options
Hardware and Sound
View devices and printers
Add a device
Programs
Uninstall a program
User Accounts
Change account type
Appearance and Personalization
Change the theme
Adjust screen resolution
Clock, Language, and Region
Add a language
Change input methods
Change date, time, or number formats
Ease of Access
Let Windows suggest settings
Optimize visual display

- Within the **Hardware and Sound** section of the dialog box, click on the **View devices and printers** link. This will display your available printers.


Devices and Printers
Control Panel > Hardware and Sound > Devices and Printers
Search Devices and Printers
Add a device
Add a printer
loutosh (davelaptop)
THREE
TWO
Printers (7)
EPSON522646 (XP-630 Series)
Fax
FS-4300DN
Kyocera FS-4300DN KX (1)
Microsoft Print to PDF
Microsoft XPS Document Writer
Send To OneNote 2016
Unspecified (2)
20 items

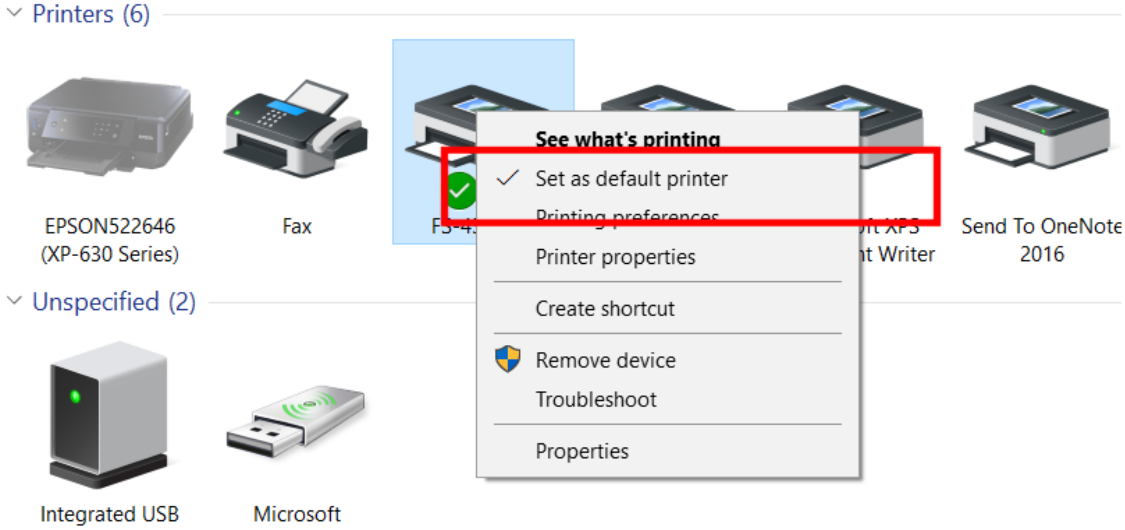
Setting the Default Printer

- If you have more than one printer available to your computer, you will see that one printer has a green tick over it. This indicates that it is the default printer and if you were to print from an application such as Microsoft Word, then by default this is the printer that your document would be sent to and printed on. In this example the default printer is the HP LaserJet printer. It is marked with the green tick.


Devices and Printers
Control Panel > Hardware and Sound > Devices and Printers >
Search Devices and Printers
Add a device
Add a printer
See what's printing
Print server properties
Remove device
Ioutosh (davelaptop)
THREE
TWO
Printers (7)
EPSON522646 (XP-630 Series)
Fax
FS-4300DN
Kyocera FS-4300DN KX (2)
Microsoft Print to PDF
Microsoft XPS Document Writer
Send To OneNote 2016
Unspecified (2)

Kyocera FS-4300DN KX (2)
State: Default
Status: 0 document(s) in queue
Model: Kyocera FS-4300DN KX
Category: Printer

- If you right click over the default printer, you will see a popup menu with the Default Printer option ticked.

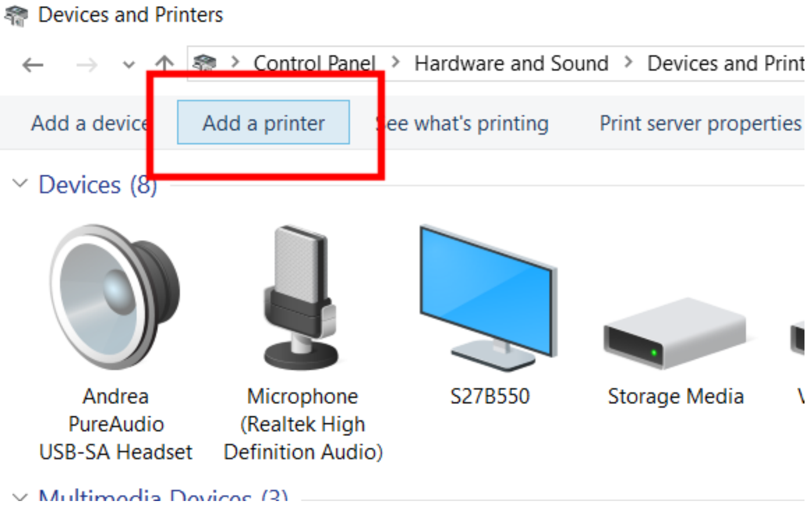

Printers (6)
EPSON522646 (XP-630 Series)
Fax
Send To OneNote 2016
Unspecified (2)
Integrated USB
Microsoft
See what's printing
✓ Set as default printer
Printing preferences
Printer properties
Create shortcut
Remove device
Troubleshoot
Properties

- To set a different printer as the default printer, simply right click on a different printer icon and from the popup menus displayed mark it as the new default printer.

Installing a new printer

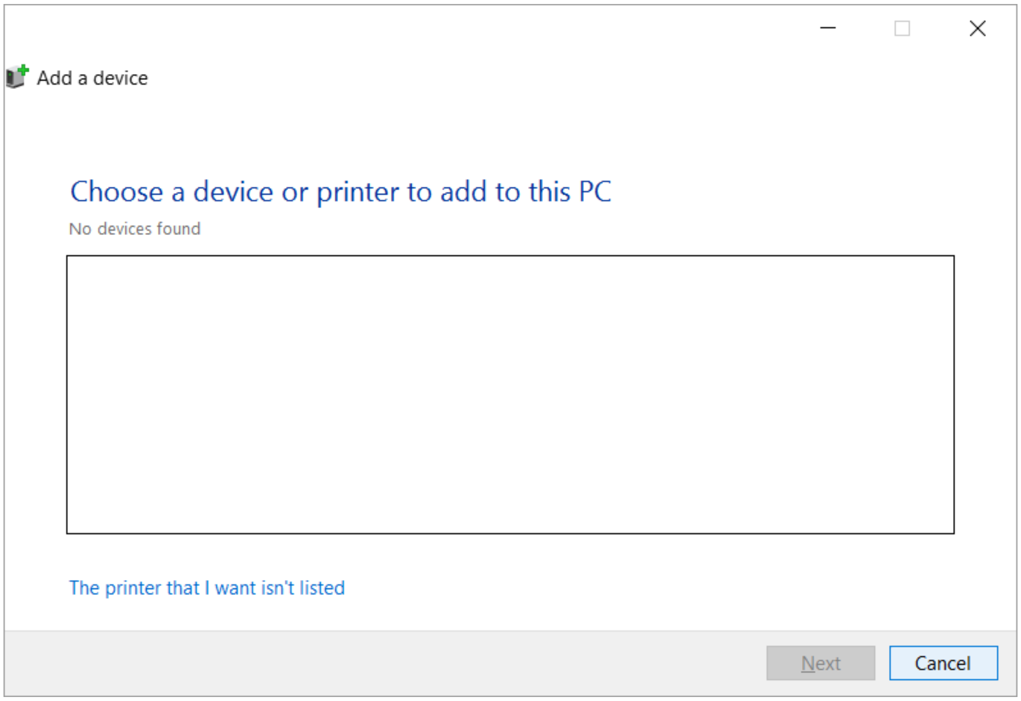
- If necessary, display the **Control Panel**.

- Click on the **Add a Printer** button within the Control Panel.



Devices and Printers
Control Panel > Hardware and Sound > Devices and Print
Add a device
Add a printer
See what's printing
Print server properties
Devices (8)
Andrea PureAudio USB-SA Headset
Microphone (Realtek High Definition Audio)
S27B550
Storage Media
Multimedia Devices (3)

- This will display the **Add Printer** dialog box.



Add a device
Next
Cancel

Choose a device or printer to add to this PC

No devices found

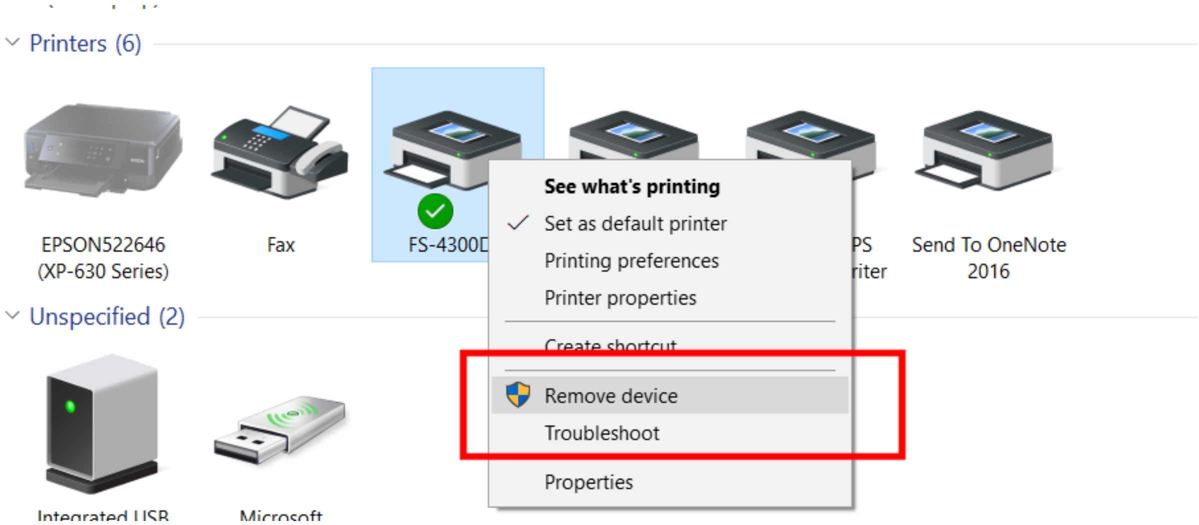
The printer that I want isn't listed

- In many cases Windows will automatically detect that a new printer is available and automatically install the correct printer drivers so that your PC can print to that printer.
- In some cases, you may have to use an installation disk that was supplied with the printer, in which case insert the disk and follow the instructions.

- Another option is to manually install a printer driver, in which case after clicking on the **Add a Printer** button you can follow on-screen prompts and install the necessary software.

Removing a printer

- Display the Control Panel.
- Display the **Printers and Devices** window.
- Right click over the printer you wish to remove and from the popup menu displayed click on **Remove Device**.


Printers (6)
EPSON522646 (XP-630 Series)
Fax
FS-4300D
PS
riter
Send To OneNote 2016
Unspecified (2)
Integrated USB
Microsoft
See what's printing
Set as default printer
Printing preferences
Printer properties
Create shortcut
Remove device
Troubleshoot
Properties

Printing from an application

- Once the printer is correctly connected and installed, you normally print from within your applications. In most applications, such as Microsoft Word or Microsoft Excel, the keyboard shortcut to print your work is **Ctrl+P**.
- Alternatively use the menus at the top of the application to print your work.

Viruses, Spyware and Cookies

Computer viruses

- Viruses are small programs written so that they can jump from one computer to another (via disk or a network), which can cause disruption or damage to the computer system. Even data files such as a Word document can contain a virus. As well as causing damage to your data, or in some cases even destroying your data, viruses can cause other effects, such as using your email system to email all your email contacts and in the process infect other people's computers.
- Basically if you access files which are virus infected, then that virus may be transmitted to your computer. Never accept diskettes/CDs/DVDs which have not been properly virus scanned first by your computer support team. Never connect to the Internet without an active virus checker program scanning all the files you download.

Spyware

- Spyware is software that installs itself on your computer and then spies on your computer activity. Often spyware is used to collect marketing information but more serious versions can collect sensitive data which could later be used in a criminal way. If you download and install free software, then this may have types of spyware hidden within it. There are many different programs that you can use to detect and remove spyware on your computer.

Cookies

- Cookies are commonly used to allow visitors to a web site to personalize their relationship with the web site. For instance, a weather web site could use a cookie to remember that you live within a particular area of the country. The next time you visit that web site, the weather that will be displayed will relate to your location. Some cookies are less innocent. Cookies are often downloaded automatically when you visit the web site, so you can acquire them without realizing it. Most anti-spyware programs will also detect cookies for you.

Virus checking programs

- An up to date virus checker should help protect you from losing data due to virus attacks and you should find that your email system does not get jammed up due to multiple email viruses.

- You will have less chance of being sued for damages by other organizations that you accidentally infected with a virus.

- Running a virus checker on a computer which contains a virus is known as disinfecting the PC as the virus program will detect and then eliminate the virus.

- You will save time and money by preventing virus attacks as opposed to dealing with the effects of an attack.

  NOTE: Get all the security updates and patches for your version of Windows so that Windows itself is less vulnerable to virus attack.

Scanning for viruses

- Many virus checking programs will scan your PC when you first switch on in the morning and some will even run detailed scans automatically, as well as automatically updating themselves so that you are protected against new virus types.

Updating anti-virus programs

- As new viruses are constantly emerging, it is vital to update your virus program on a regular basis. Many programs will do this automatically. You can also run the update manually to make absolutely sure you have all the latest updates.

Microsoft Word 2016 Foundation

Microsoft Word 2016
Foundation

TUTOR SETUP INFORMATION........ 6

SAMPLE FILES FOR THIS COURSE........ 7

THE MICROSOFT WORD 2016 SCREEN........ 8

Starting Microsoft Word 2016........ 8
The Microsoft Word 2016 opening screen........ 9
To create a new blank document........ 10
The levels of command organization........ 11
The File Tab........ 12
Ribbon Tabs........ 13
Groups........ 15
Dialog box launcher........ 17

STARTING TO USE MICROSOFT WORD 2016........ 18

Using the default Microsoft Word document........ 18
Saving Microsoft Word documents........ 18
Opening and closing documents........ 22
Save As........ 25
Creating a new, blank document using a keyboard shortcut........ 26
Using Help within Microsoft Word........ 26
Using 'Tell Me' within Microsoft Word........ 34
Alt key help........ 37
Closing Microsoft Word........ 37

USING TEMPLATES TO CREATE DOCUMENTS........ 38

Creating new documents using different templates........ 38
Using online templates........ 42

MANIPULATING TEXT........ 43

Select, then format........ 43
Selecting text........ 43
Inserting, deleting, undo and redo........ 44
Copying text within a document........ 44
Moving (cutting) text within a document........ 45

MICROSOFT WORD 2016 TEXT FORMATTING........ 46

What is text formatting?........ 46
Font type........ 46
Font size........ 47
Decrease and Increase font size icons........ 48
Font size keyboard shortcut........ 48
Bold, italic and underline........ 48
Subscript and superscript........ 49
Case changing........ 50
Highlighting........ 50
Font color........ 51
Copying text formatting........ 52
Removing formatting........ 53
Using Zoom........ 53
Inserting special characters and symbols........ 54

MICROSOFT WORD 2016 PARAGRAPH FORMATTING 57
WHAT IS PARAGRAPH FORMATTING? 57
PARAGRAPH MARKS 57
SOFT PARAGRAPH (LINE BREAK) MARKS 58
RECOMMENDED TECHNIQUES FOR ALIGNING AND INDENTING TEXT 58
ALIGNING TEXT 58
INDENTING PARAGRAPHS 59
APPLYING SINGLE OR DOUBLE LINE SPACING WITHIN PARAGRAPHS 61
APPLYING SPACING ABOVE OR BELOW PARAGRAPHS 62
USING PARAGRAPH SPACING RATHER THAN USING THE RETURN KEY 63
APPLYING BULLETS TO A LIST 63
APPLYING NUMBERING TO A LIST 64
MODIFYING BULLET AND NUMBERING FORMATTING 65
REMOVING BULLET OR NUMBERING FORMATTING 66

BORDERS AND SHADING WITHIN MICROSOFT WORD 2016 68
USING BORDERS AND SHADING 68
ADDING A BORDER 68
MODIFYING BORDERS 69
ADDING SHADING 73
MODIFYING YOUR SHADING 74
APPLYING BORDERS TO SELECTED TEXT 75

MICROSOFT WORD 2016 STYLES 76
WHAT ARE STYLES? 76
APPLYING STYLES 76

USING WORD 2016 DESIGN THEMES 79
APPLYING A DESIGN THEME 79
APPLYING A THEME COLOR 83
APPLY A CUSTOMIZED FONT 84

MICROSOFT WORD 2016 PAGE FORMATTING 86
WHAT IS PAGE FORMATTING? 86
PAGE ORIENTATION 86
CHANGING THE PAGE SIZE 87
PAGE MARGINS 88
INSERTING PAGE BREAKS 91
DELETING PAGE BREAKS 91
USE PAGE BREAKS RATHER THAN REPEATEDLY PRESSING THE RETURN KEY 92
HEADERS AND FOOTERS 92
EASY HEADER AND FOOTER CREATION 96
PAGE NUMBERING 96
HEADER AND FOOTER FIELDS 97
EDITING TEXT WITHIN A HEADER OR FOOTER 99
COVER PAGES 101
APPLYING AUTOMATIC HYPHENATION 103

WORD 2016 VIEWS AND DOCUMENT NAVIGATION 106
SWITCHING BETWEEN WORD VIEWS 106
USING THE ZOOM TOOL 110
NAVIGATING THROUGH DOCUMENTS 112

TABLES 114

Using tables 114
Inserting a table 114
Navigating within a table 116
Selecting and editing text within a table 116
Selecting cells, rows, columns or the entire table 117
Inserting and deleting rows and columns 118
Modifying column width or row height 120
Modifying the table width 122
Modifying table styles 123

USING GRAPHICS WITHIN MICROSOFT WORD 126

Types of graphics that you can insert into Word 2016 126
Inserting Pictures 126
Inserting Online Pictures 128
Inserting Shapes 131
Inserting SmartArt 132
Inserting a chart 135
Modifying the chart type 138
Modifying the chart style 139
Modifying the chart data 140
Inserting a screenshot 141
Selecting, resizing and deleting graphics 142
Copying or moving graphics 143

FINDING AND REPLACING TEXT WITHIN A MICROSOFT 2016 DOCUMENT 144

Using Find and Replace 144
Finding text 144
Replacing text 147

USING MULTIPLE OPEN DOCUMENTS 149

Multitasking with Word 2016 149
Switching between open documents 149
Tiling or cascading documents on your screen 150
Comparing documents side by side 150
Copying or moving selected items between documents 151

MICROSOFT WORD 2016 MAIL MERGE 152

What is mail merging? 152
Starting the Mail Merge Wizard 152
Mail Merge Wizard - Step 1 of 6 ‘Select document type’ 154
Mail Merge Wizard - Step 2 of 6 ‘Select Starting document’ 155
Mail Merge Wizard - Step 3 of 6 ‘Select recipients’ 155
Mail Merge Wizard - Step 4 of 6 ‘Write your letter’ 160
Mail Merge Wizard - Step 5 of 6: Previewing your letters 162
Mail Merge Wizard - Step 6 of 6 Printing Options 163
Creating a mailing list to be used within a mail merge 165
Merging a mailing list to produce labels 166

Tutor Setup Information

- Copy the sample files folder called **Word 2016 Foundation** to the **Documents** folder.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

Sample files for this course

- During this course you will need to open samples files.

  These are stored under the My **Documents** folder in a sub-folder called:

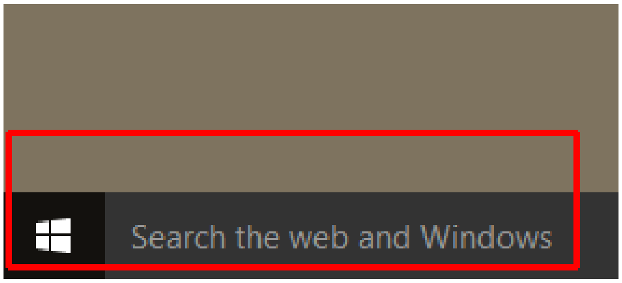
  Word 2016 Foundation.

  If you create any new files, unless otherwise instructed, you should also save the files in this folder.

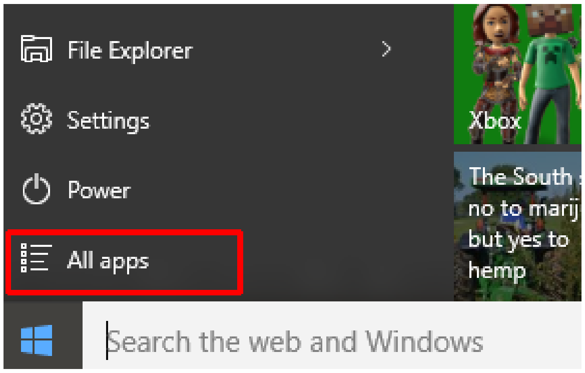
The Microsoft Word 2016 screen

Starting Microsoft Word 2016

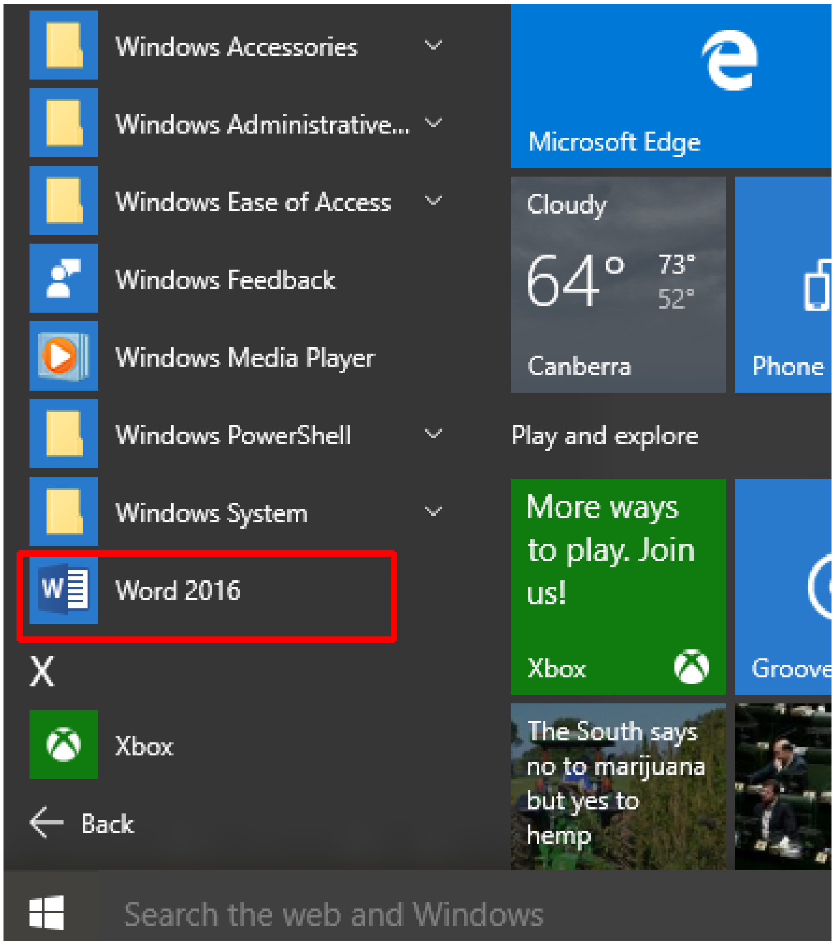
- If necessary, switch on your computer and if required enter the necessary logon and passwords. If you are using Windows 10, to start Microsoft Word 2016 click on the **Start** icon, at the bottom left of your screen.


Search the web and Windows

- You will see a popup menu displayed. Click on **All Apps**


File Explorer
Settings
Power
All apps
Xbox
The South
no to marij
but yes to
hemp
Search the web and Windows

- From the menu displayed and you can select **Microsoft Word 2016**.

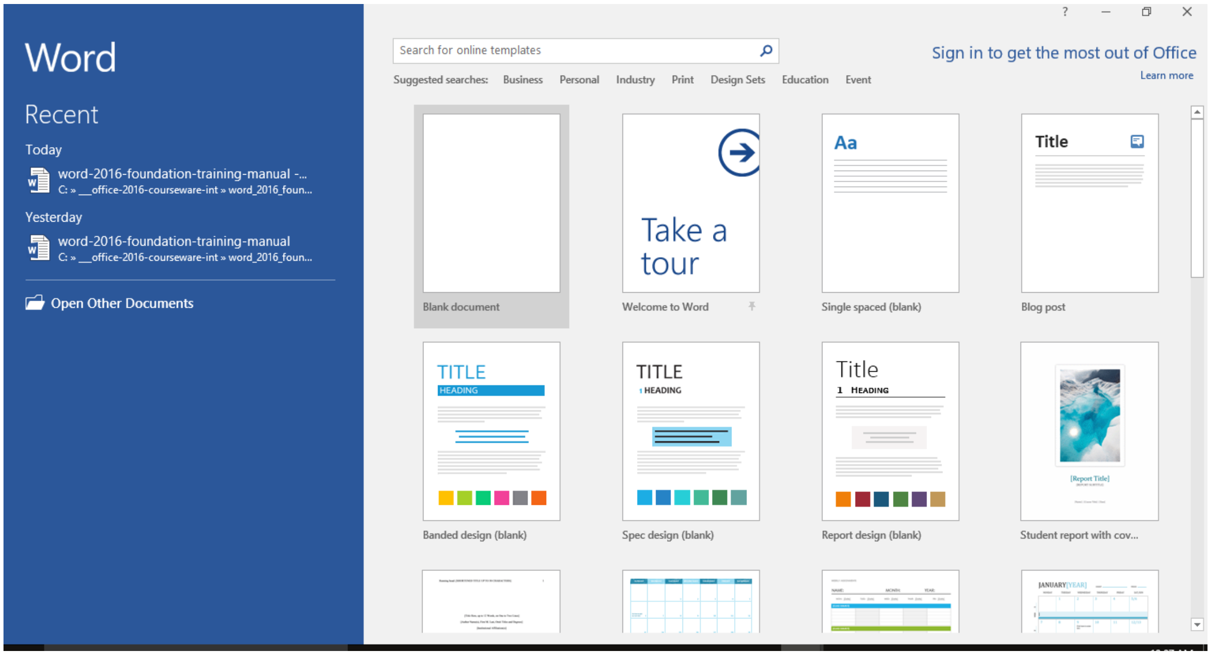

Windows Accessories
Windows Administrative...
Windows Ease of Access
Windows Feedback
Windows Media Player
Windows PowerShell
Windows System
Word 2016
X
Xbox
Back
Microsoft Edge
Cloudy
64°
73°
52°
Canberra
Phone
Play and explore
More ways to play. Join us!
Xbox
Groove
The South says no to marijuana but yes to hemp
Search the web and Windows

- **NOTE**: These menu options may vary slightly from one computer to another, but with a little hunting around you should be able to locate the Microsoft Word 2016 option.

  Once you click on the Microsoft Word 2016 option this will load the Microsoft Word program from your hard disk into memory. You can then start using the program.

The Microsoft Word 2016 opening screen

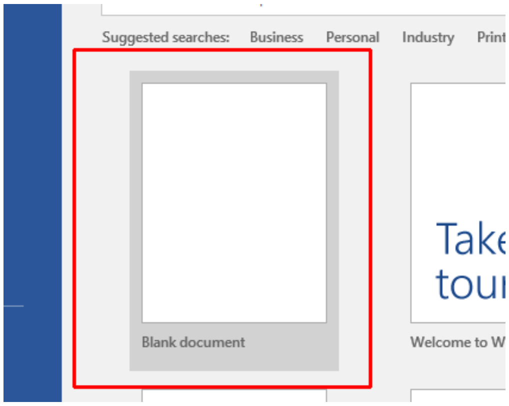
- When the Microsoft Word 2016 program loads, your screen will look something like this.


Word
Recent
Today
word-2016-foundation-training-manual -...
C: » __office-2016-courseware-int » word_2016_foun...
Yesterday
word-2016-foundation-training-manual
C: » __office-2016-courseware-int » word_2016_foun...
Open Other Documents
Search for online templates
Sign in to get the most out of Office
Learn more
Suggested searches: Business Personal Industry Print Design Sets Education Event
Blank document
Take a tour
Welcome to Word
Aa
Single spaced (blank)
Title
Blog post
TITLE
HEADING
Banded design (blank)
TITLE
HEADING
Spec design (blank)
Title
1 HEADING
Report design (blank)
[Report Title]
Student report with cov...

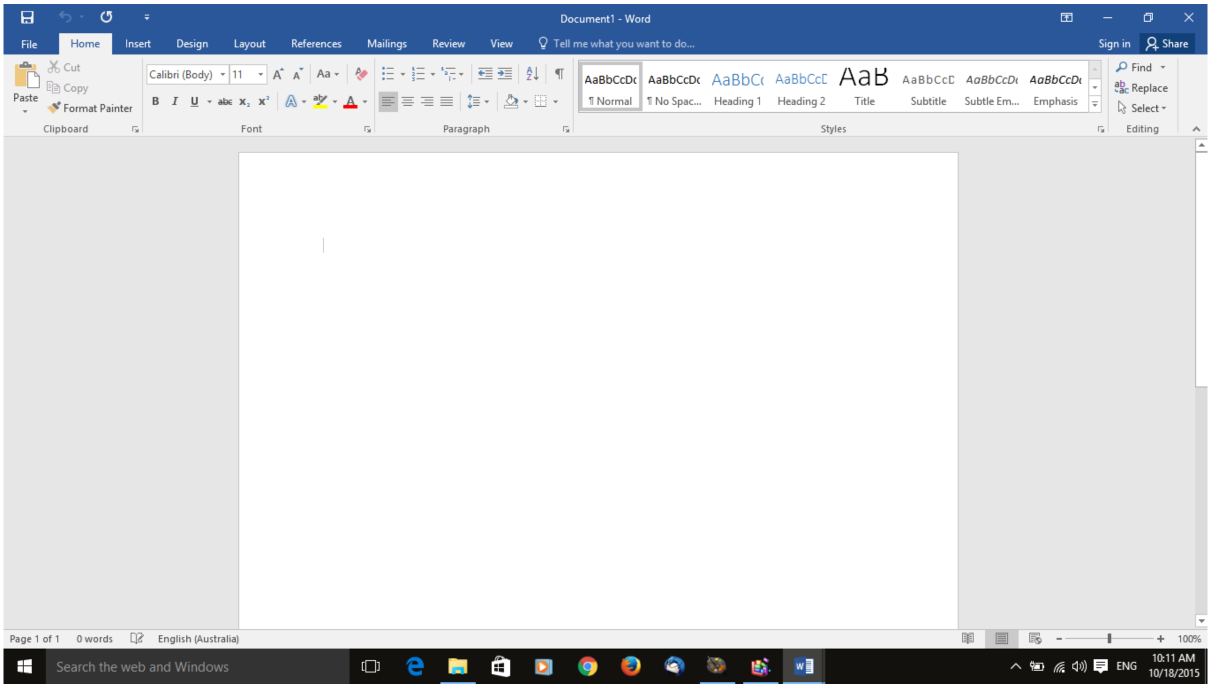
TIP: If you have seen previous versions of Microsoft Word, you will notice that at first glance the screen looks different from the way Microsoft Word used to look. Don't panic however, you will find that in fact it is not all that different, and is in many ways easier to use than older versions.

To create a new blank document

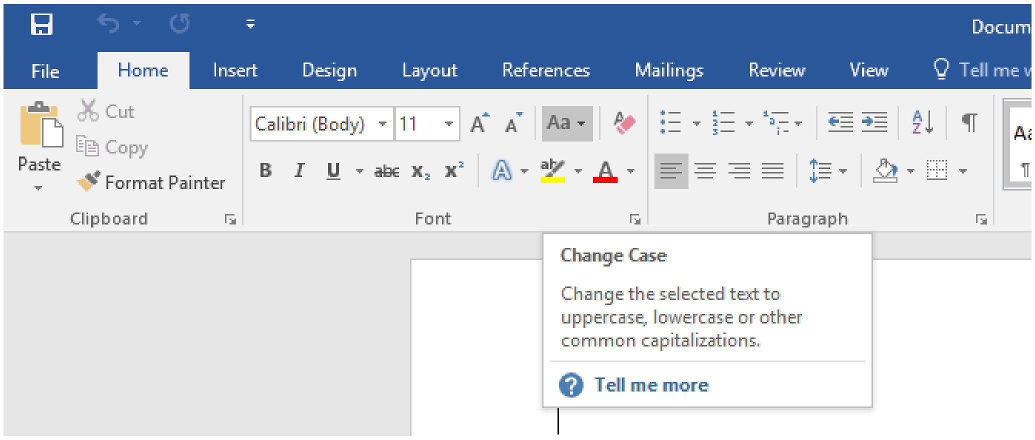
- Click on the **Blank Document** thumbnail (or press **Ctrl+N**).


Suggested searches: Business Personal Industry Print
Blank document
Take tour
Welcome to W

- Your screen will now look like this.


Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbCc Heading 1
AaBbCcE Heading 2
AaB Title
AaBbCcE Subtitle
AaBbCcDc Subtle Em...
AaBbCcDc Emphasis
Styles
Find
Replace
Select
Editing
Page 1 of 1
0 words
English (Australia)
100%
Search the web and Windows
ENG
10:11 AM
10/18/2015

- You will find that if you move the mouse pointer over icons at the top of the screen a help popup is displayed explaining the function of each item. As you can see Microsoft Word is telling you what the function of this particular button is. Try moving the mouse pointer over the **Change Case** icon and you will see information about this icon, as illustrated below.


Docum
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Aa
Font
Paragraph

Change Case

Change the selected text to uppercase, lowercase or other common capitalizations.

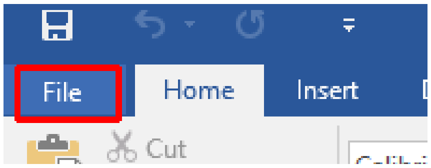
Tell me more

- Experiment with moving the mouse pointer over other icons and you will get information about what they do.

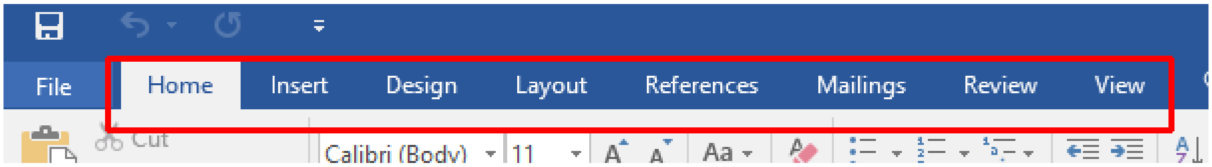
The levels of command organization

- The Microsoft Word 2016 screen is made up of different levels of organization.

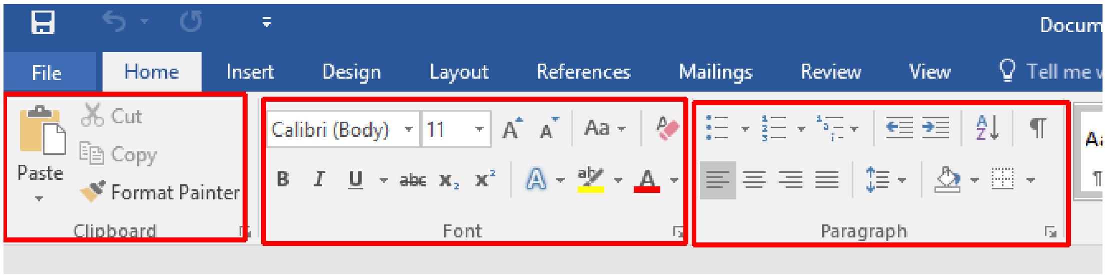
File Tab


File
Home
Insert
Cut

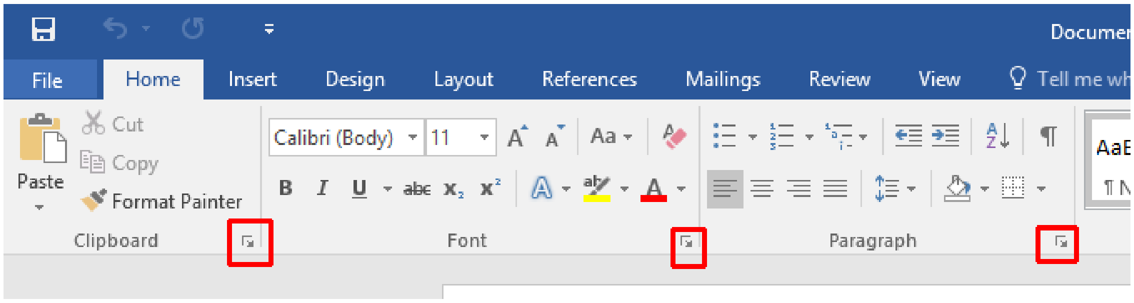
Tabs


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Cut
Calibri (Body)
11
Aa

Groups:
Within each tab you will see groups. Items within a group perform a related function.

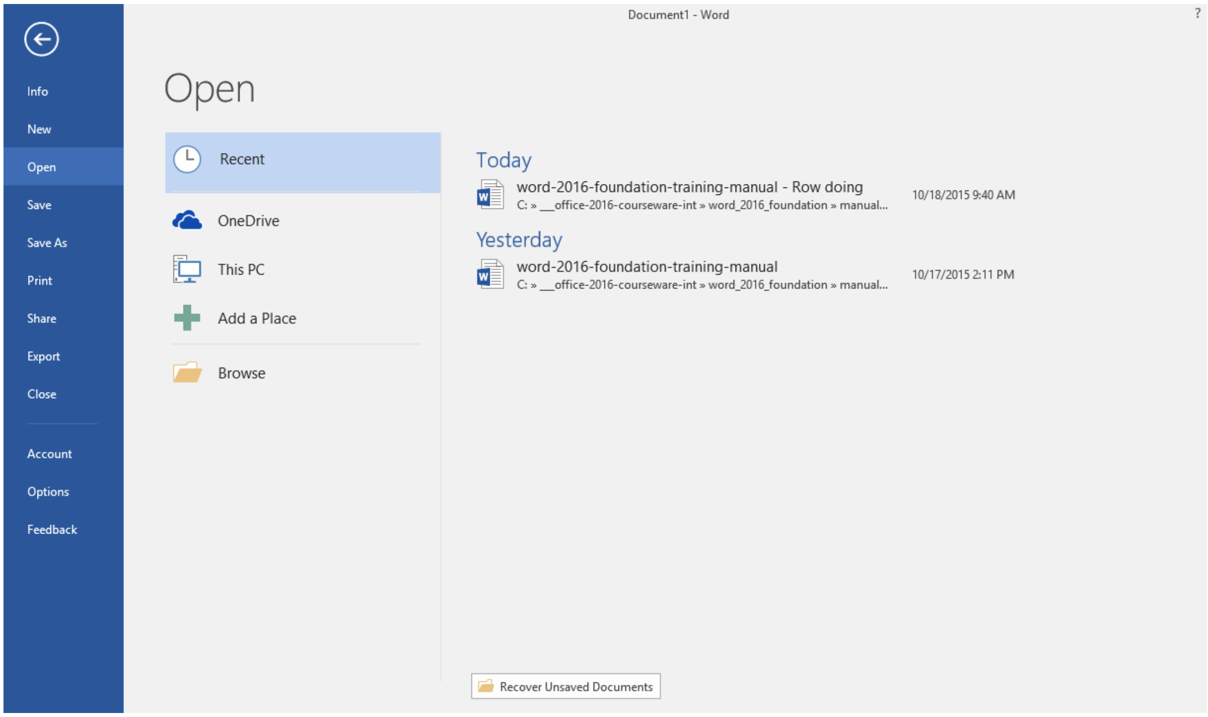

Docum
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me
Cut
Copy
Paste
Format Painter
Clipboard
Calibri (Body)
11
Aa
B
I
U
abc
Font
Paragraph

Dialog Box Launcher Buttons:
Groups often display a Dialog Box Launcher at the bottom-right of the group. Clicking this will display a dialog box displaying additional options.

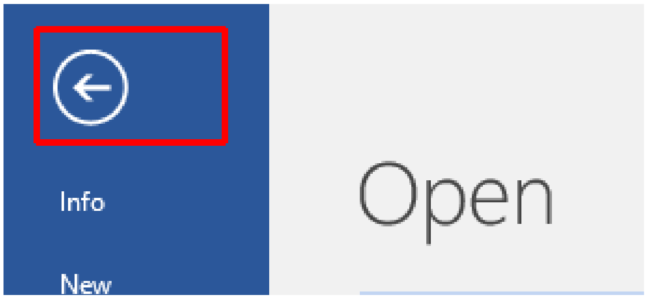

Documer
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me wh
Cut
Copy
Paste
Format Painter
Clipboard
Calibri (Body)
11
Aa
B
I
U
abc
Font
Paragraph
AaE

The File Tab

- Clicking on the **File Tab** will display the following.

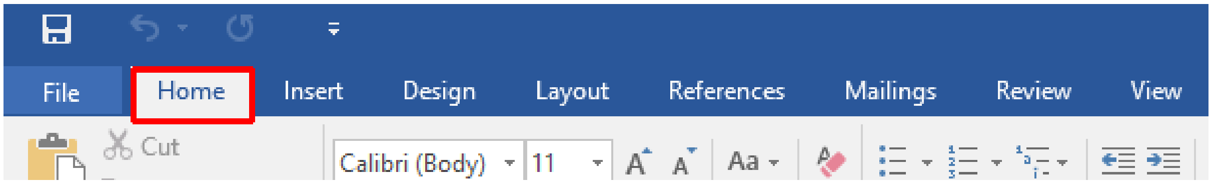

Document1 - Word
?
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Open
Recent
OneDrive
This PC
Add a Place
Browse
Today
word-2016-foundation-training-manual - Row doing
C: » __office-2016-courseware-int » word_2016_foundation » manual...
10/18/2015 9:40 AM
Yesterday
word-2016-foundation-training-manual
C: » __office-2016-courseware-int » word_2016_foundation » manual...
10/17/2015 2:11 PM
Recover Unsaved Documents

- Within the screen displayed are common commands such as **Open** (for opening a Microsoft Word document stored on your hard disk), **Save** (for saving a Microsoft Word document to your hard disk) and **Print** (for printing a Microsoft Word document). We will use these commands shortly. For now, just remember what is available when you click on the **File Tab**.
- To exit from the **File** tab, click on the **Back** button at the top left of the screen.


Info
New
Open

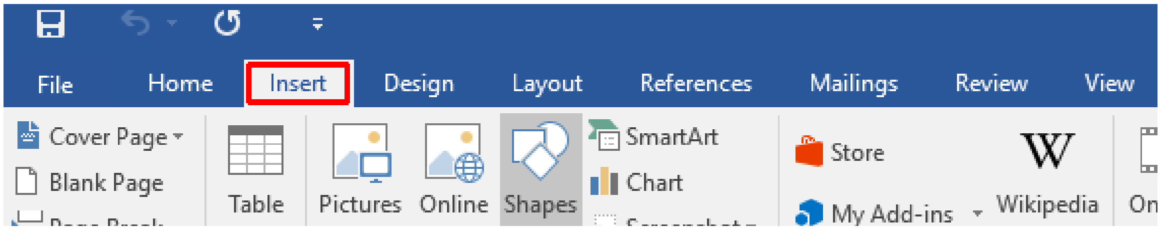
Ribbon Tabs

- When you first start Microsoft Word, you normally see the **Home** tab displayed, as illustrated.

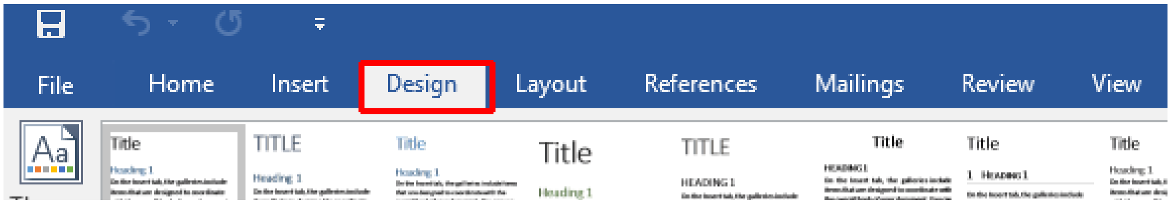

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Cut
Calibri (Body)
11
Aa

- This tab contains icons and other controls that are most commonly used within Microsoft Word, such as making text display as bold or underlined. You can also find more advanced options such as paragraph alignment, numbering and bulleting. Move the mouse pointer over some of the icons and get a feel for what options are contained within this tab.

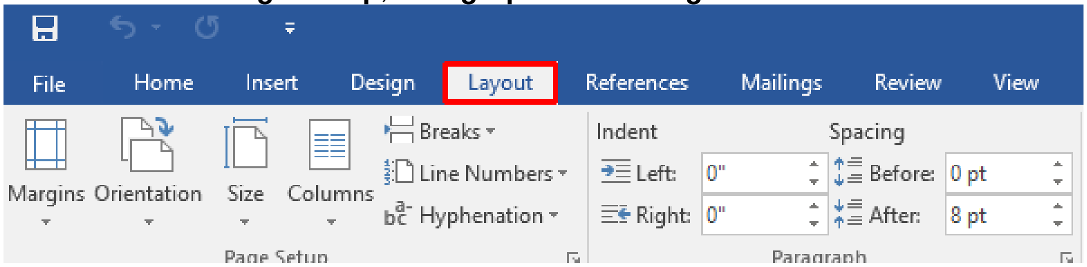
- Click on the **Insert** tab and you will see commands and options relating to inserting items within your Microsoft Word document. Again move the mouse pointer over the items and see what is available.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Cover Page
Blank Page
Table
Pictures
Online
Shapes
SmartArt
Chart
Store
My Add-ins
Wikipedia
On

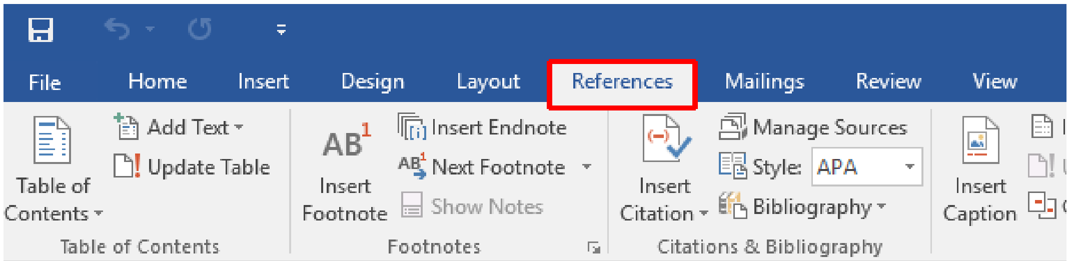
- Click on the **Design** tab and you can apply design elements such as themes and styles.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Aa
Title
TITLE
Title
Title
TITLE
Title
Title
Title

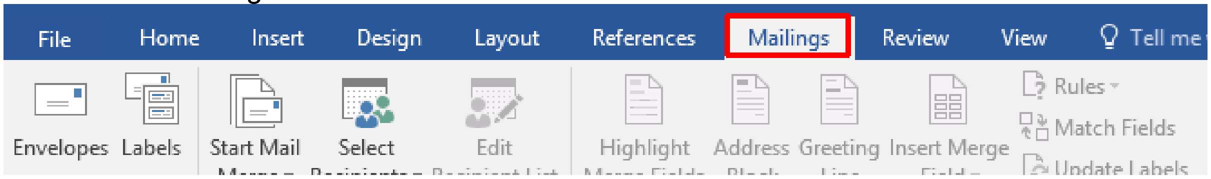
- Click on the **Page Layout** tab and briefly examine what is available within this tab. The section includes **Page Setup**, **Paragraph** and **Arrange**.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After: 8 pt
Paragraph

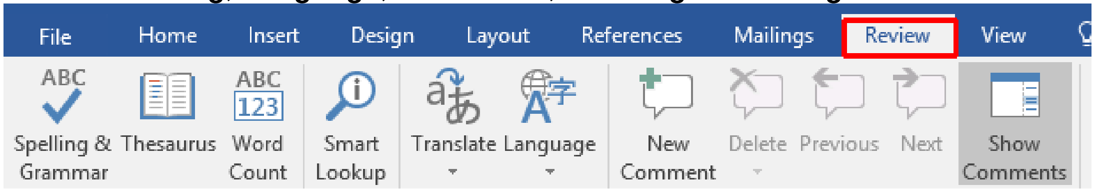
- Click on the **References** tab and briefly examine what is available within this tab. The sections include features such as **Tables of Contents** and **Indexes**.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Table of Contents
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption

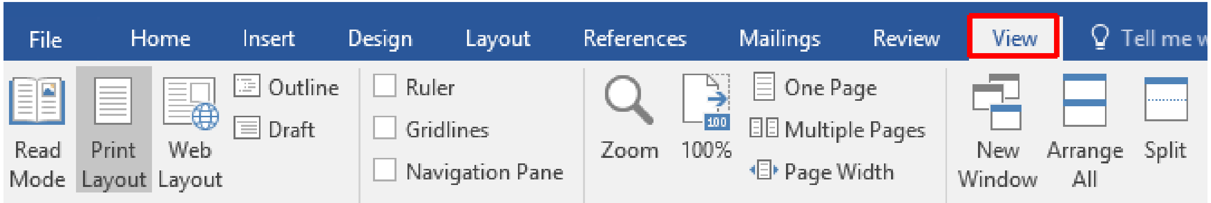
- Click on the **Mailings** tab and briefly examine what is available within this tab. This is all about the mail merge feature.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me
Envelopes
Labels
Start Mail
Select
Edit
Highlight
Address
Greeting
Insert Merge
Rules
Match Fields
Update Labels

- Click on the **Review** tab and briefly examine what is available within this tab. The sections include **Proofing**, **Language**, **Comments**, **Tracking** and **Changes**

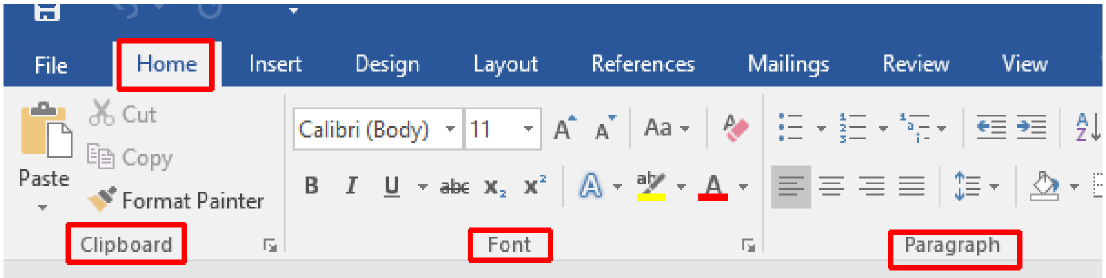

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Spelling & Grammar
Thesaurus
Word Count
Smart Lookup
Translate
Language
New Comment
Delete
Previous
Next
Show Comments

- Click on the **View** tab and briefly examine what is available within this tab. The sections include **Views**, **Show**, **Zoom** and **Window**.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me w
Read Mode
Print Layout
Web Layout
Outline
Draft
Ruler
Gridlines
Navigation Pane
Zoom
100%
One Page
Multiple Pages
Page Width
New Window
Arrange All
Split

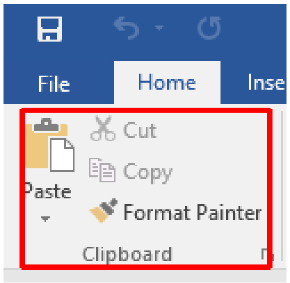
Groups

- Did you notice that within each tab, commands are grouped? For instance, look at the **Home** tab.

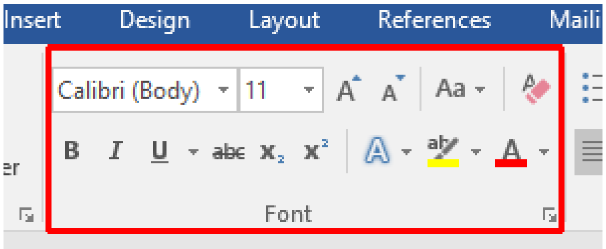

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Cut
Copy
Format Painter
Paste
Calibri (Body)
11
Aa
B
I
U
abc
Clipboard
Font
Paragraph

- You normally see the following groups of commands under the **Home** tab.

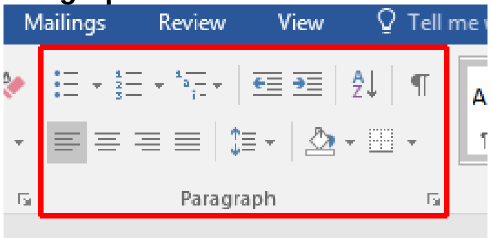
Clipboard:


File
Home
Inse
Paste
Cut
Copy
Format Painter
Clipboard

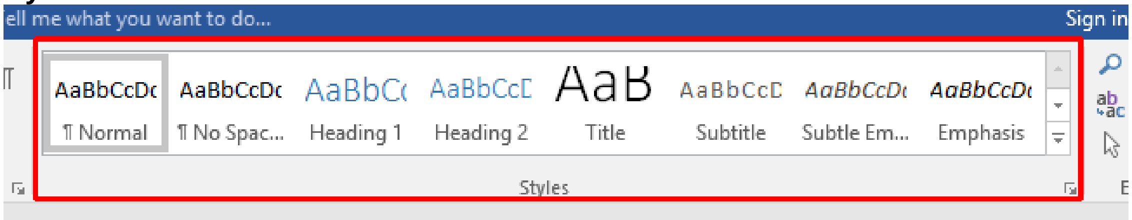
Font:


Insert
Design
Layout
References
Maili
Calibri (Body)
11
Aa
B
I
U
abc
Font

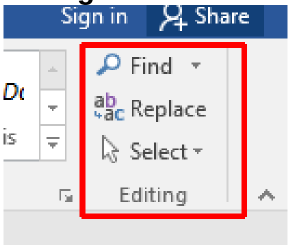
Paragraph:


Mailings
Review
View
Tell me
Paragraph

Styles:


ell me what you want to do...
Sign in
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbCc
Heading 1
AaBbCcD
Heading 2
AaB
Title
AaBbCcD
Subtitle
AaBbCcDc
Subtle Em...
AaBbCcDc
Emphasis
Styles

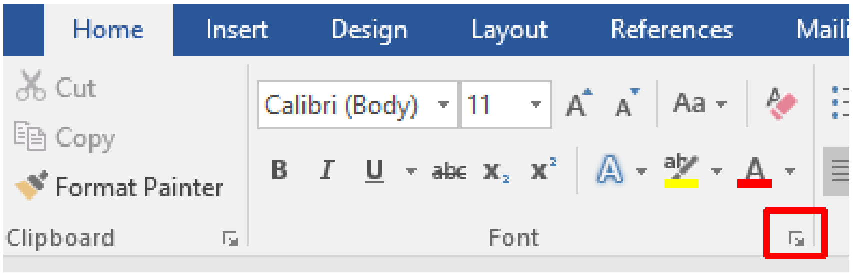
Editing:


Sign in
Share
Find
Replace
Select
Editing

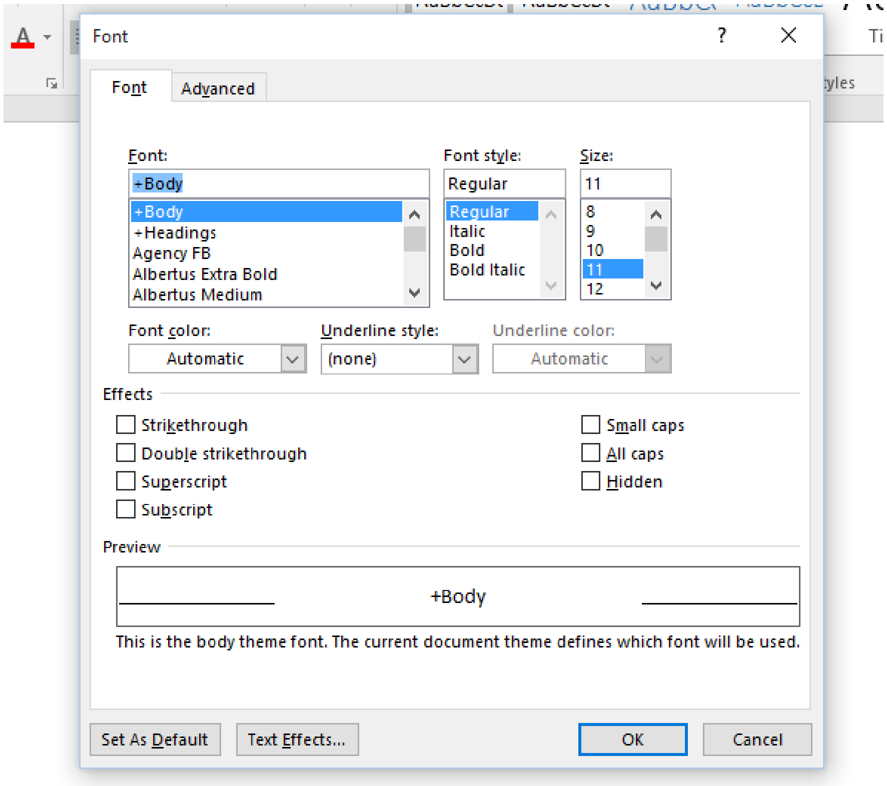
- Look at the other tabs and you will see that in each case commands are grouped.

Dialog box launcher

- If you look carefully at the bottom right of many groups, there is a small control called the **dialog box launcher**. Clicking on this will display a dialog box containing even more options. Display the **Home** tab, and click in the **Font dialog box launcher**.


Home
Insert
Design
Layout
References
Maili
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Aa
B
I
U
abc
Font

- You will see the **Font** dialog box displayed.


Font
?
Font
Advanced
Ti
tyles
+Body
+Headings
Agency FB
Albertus Extra Bold
Albertus Medium
Regular
Italic
Bold
Bold Italic
8
9
10
11
12
Effects
Preview
Set As Default
Text Effects...
OK
Cancel

Font: +Body

Font style: Regular

Size: 11

Font color: Automatic

Underline style: (none)

Underline color: Automatic

☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden

+Body

This is the body theme font. The current document theme defines which font will be used.

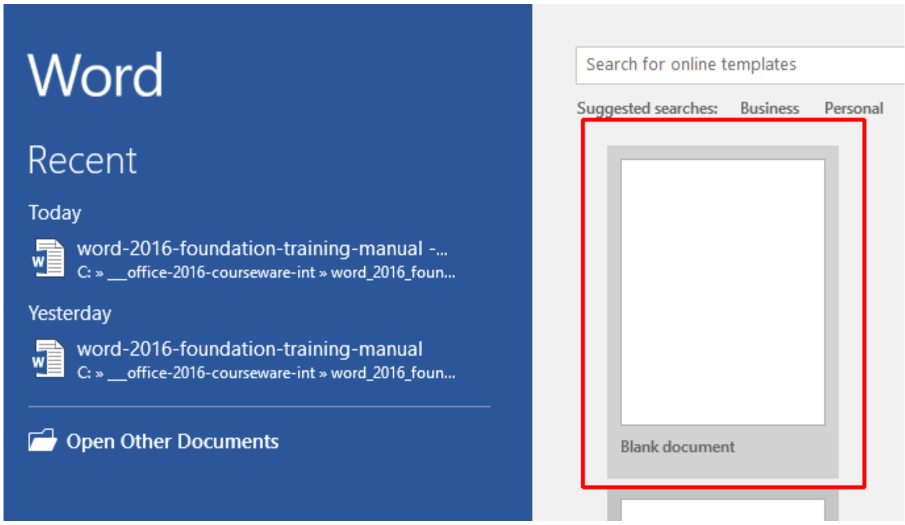
As you can see, this dialog box has a range of additional commands and options such as adding a shadow effect to your text.

- Click on the **Cancel** button to close the dialog box.
- Close the Word program using the keyboard shortcut **Alt+F4**.

Starting to Use Microsoft Word 2016

Using the default Microsoft Word document

- Open the Microsoft Word program.
- Click on the **Blank Document** thumbnail.

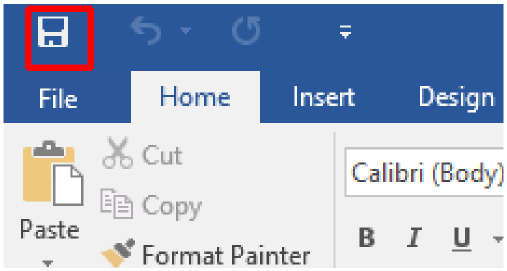

Word
Recent
Today
word-2016-foundation-training-manual -...
C: » __office-2016-courseware-int » word_2016_foun...
Yesterday
word-2016-foundation-training-manual
C: » __office-2016-courseware-int » word_2016_foun...
Open Other Documents
Search for online templates
Suggested searches: Business Personal
Blank document

- This creates a new Microsoft Word document for you. This is like a piece of blank paper on to which you can start typing.
- Type your name. Press the **Enter** key a few times. As you can see this drops you down a line each time you press the **Enter** key.
- Type in the following text.

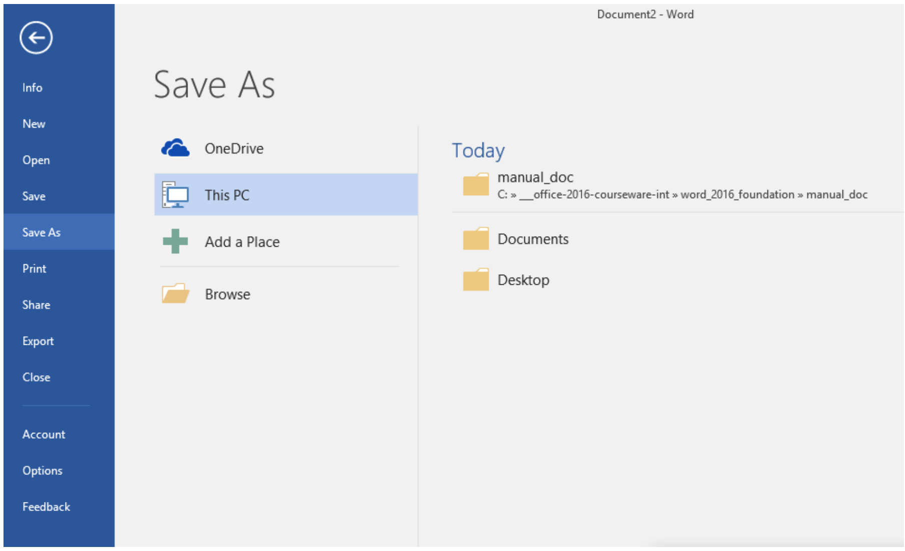
  There will be a meeting tomorrow at 11 am in room one to discuss the introduction of our new range of products. Please can everyone attend and bring samples and details of prices.

Saving Microsoft Word documents

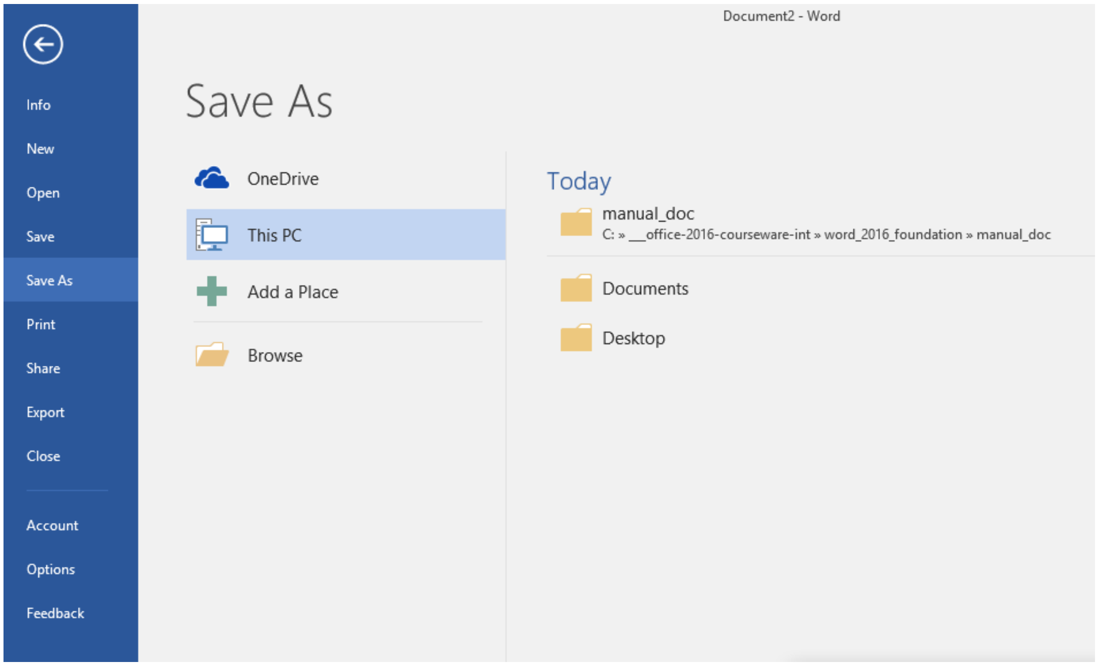
- You have typed in some text but this has not been saved. If your computer lost power now, then everything you have just typed in could be lost. Saving your Microsoft Word document to disk means that the information will be safely stored as a file on your hard disk and then at a later date you can reopen this file from your hard disk.
- To save your file, click on the **Save** icon (towards the top-left of your screen)


File
Home
Insert
Design
Paste
Cut
Copy
Format Painter
Calibri (Body)
B
I
U

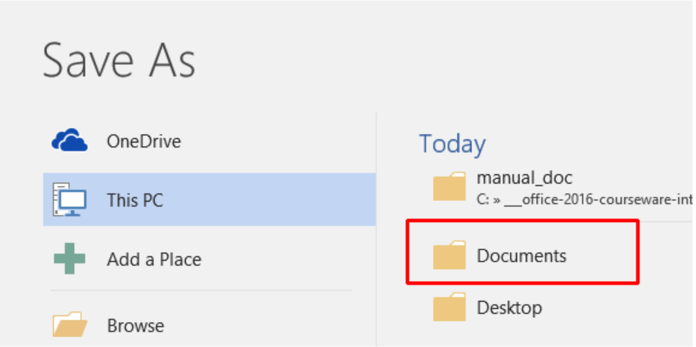
- This will display the **Save As** screen box as illustrated:


Document2 - Word
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Save As
OneDrive
This PC
Add a Place
Browse
Today
manual_doc
C: » __office-2016-courseware-int » word_2016_foundation » manual_doc
Documents
Desktop

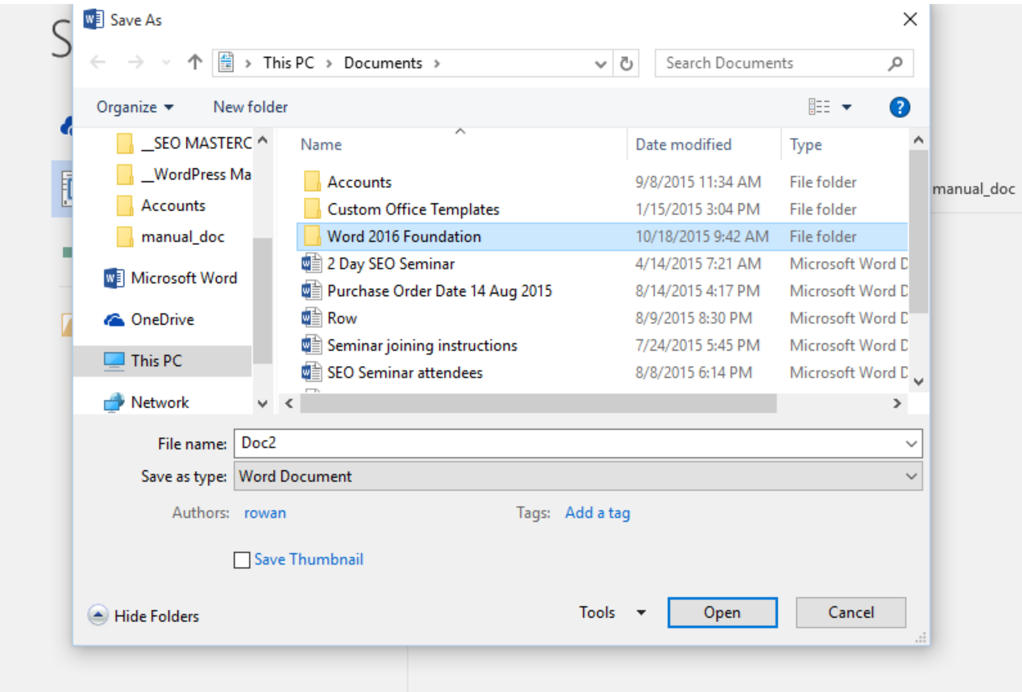
- You can save the document to various places, in this case we will save the document to the computer's hard disk. To do this click on the **This PC** option, as illustrated.


Document2 - Word
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Save As
OneDrive
This PC
Add a Place
Browse
Today
manual_doc
C: » __office-2016-courseware-int » word_2016_foundation » manual_doc
Documents
Desktop

- Click on the **Documents** entry.


Save As
OneDrive
This PC
Add a Place
Browse
Today
manual_doc
C: » __office-2016-courseware-int
Documents
Desktop

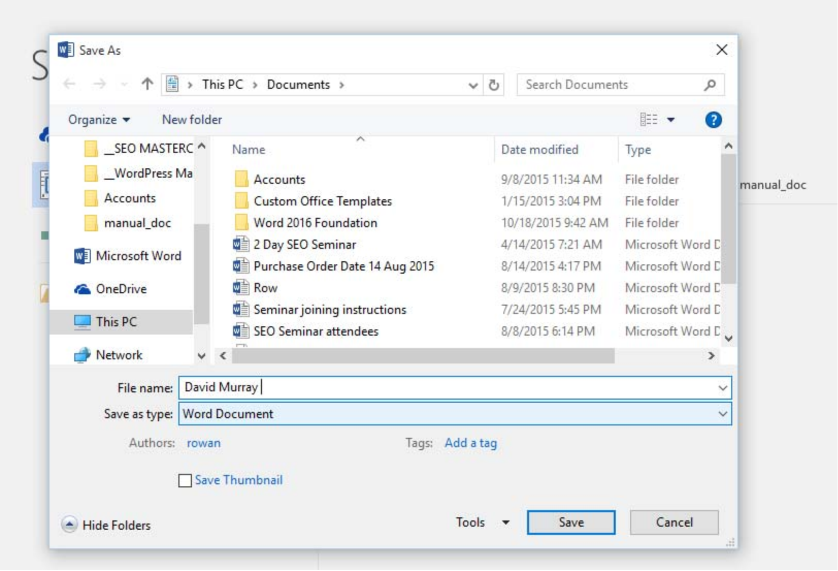
- This will display the **Save As** dialog box.


Save As
This PC › Documents ›
Search Documents
Organize
New folder
_SEO MASTERC
_WordPress Ma
Accounts
manual_doc
Microsoft Word
OneDrive
This PC
Network
manual_doc
Tools
Open
Cancel
Hide Folders

Name	Date modified	Type
Accounts	9/8/2015 11:34 AM	File folder
Custom Office Templates	1/15/2015 3:04 PM	File folder
Word 2016 Foundation	10/18/2015 9:42 AM	File folder
2 Day SEO Seminar	4/14/2015 7:21 AM	Microsoft Word D
Purchase Order Date 14 Aug 2015	8/14/2015 4:17 PM	Microsoft Word D
Row	8/9/2015 8:30 PM	Microsoft Word D
Seminar joining instructions	7/24/2015 5:45 PM	Microsoft Word D
SEO Seminar attendees	8/8/2015 6:14 PM	Microsoft Word D

File name: Doc2
Save as type: Word Document
Authors: rowan
Tags: Add a tag
☐ Save Thumbnail

- If necessary, scroll down the list of folders until you can see a folder called **Word 2016 Foundation**, and then click on this folder to select it.
- Click on the **Open** button (at the bottom-right of the dialog box), to open this folder.


Save As
This PC › Documents ›
Search Documents
Organize
New folder
_SEO MASTERC
_WordPress Ma
Accounts
manual_doc
Microsoft Word
OneDrive
This PC
Network
manual_doc
Tools
Save
Cancel
Hide Folders

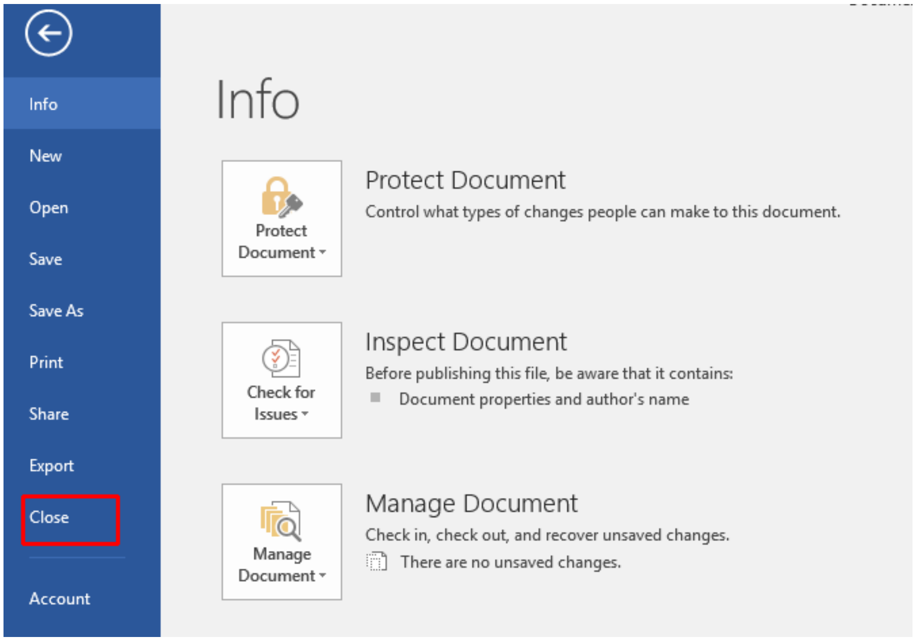
Name	Date modified	Type
Accounts	9/8/2015 11:34 AM	File folder
Custom Office Templates	1/15/2015 3:04 PM	File folder
Word 2016 Foundation	10/18/2015 9:42 AM	File folder
2 Day SEO Seminar	4/14/2015 7:21 AM	Microsoft Word D
Purchase Order Date 14 Aug 2015	8/14/2015 4:17 PM	Microsoft Word D
Row	8/9/2015 8:30 PM	Microsoft Word D
Seminar joining instructions	7/24/2015 5:45 PM	Microsoft Word D
SEO Seminar attendees	8/8/2015 6:14 PM	Microsoft Word D

File name: David Murray
Save as type: Word Document
Authors: rowan
Tags: Add a tag
☐ Save Thumbnail

- Click on the **Save** button and the document will be saved to disk as a file using the file name suggested by Microsoft Word (probably your name).
- You have now saved the file to a folder called **Word 2016 Foundation**.

Opening and closing documents

- Now that you have saved your document, you can close the file. To do this click on the **File button** and select the **Close** command.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Info
Protect Document
Inspect Document
Check for Issues
Manage Document

Protect Document

Control what types of changes people can make to this document.

Inspect Document

Before publishing this file, be aware that it contains:

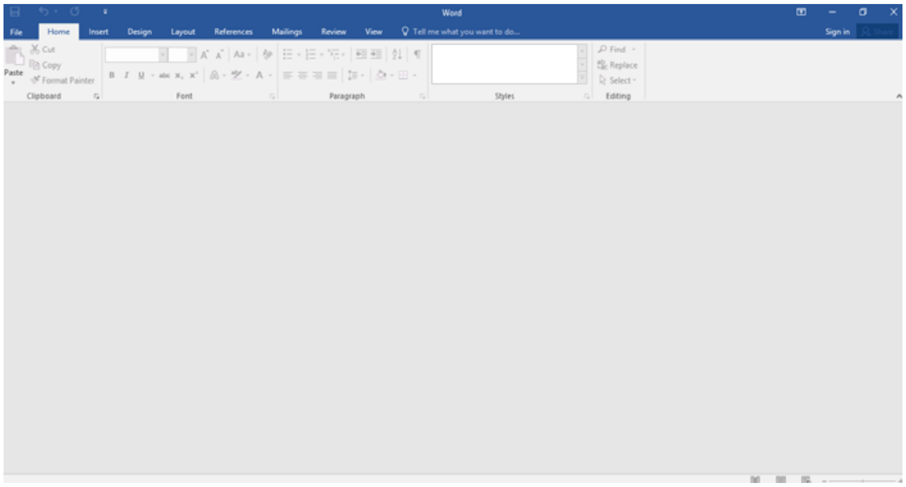
- Document properties and author's name

Manage Document

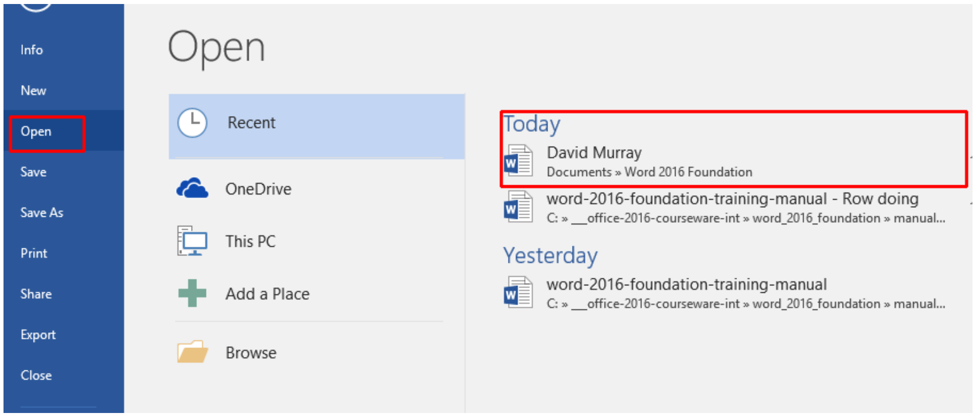
Check in, check out, and recover unsaved changes.

There are no unsaved changes.

- The screen will now look like this. As you can see, most of the commands are now greyed out as they will not be available until you create a new document or open an existing document.

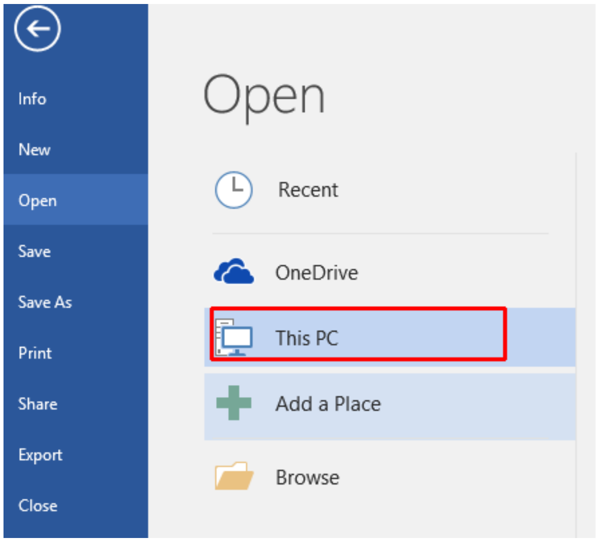

Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Sign in
Paste
Cut
Copy
Format Painter
Clipboard
Font
Paragraph
Styles
Find
Replace
Select
Editing

- To open a document, click on the **File button** and select the **Open** command.

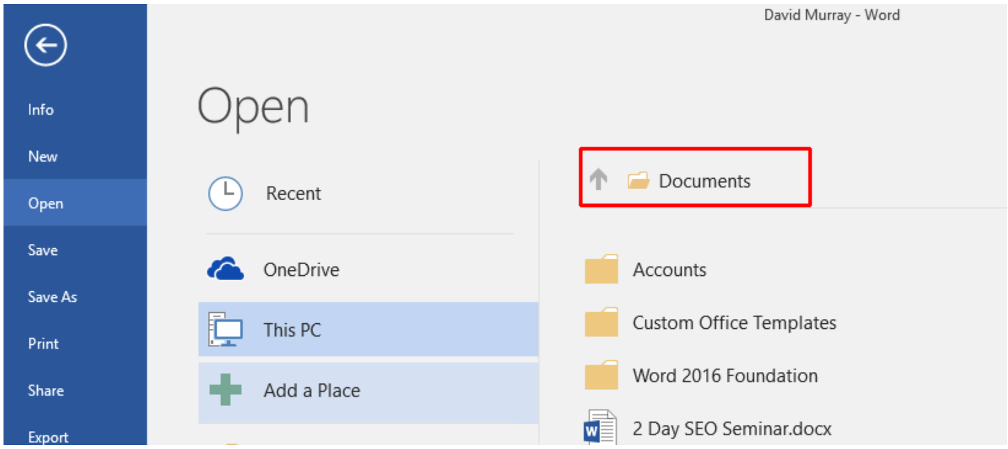

Info
New
Open
Save
Save As
Print
Share
Export
Close
Open
Recent
OneDrive
This PC
Add a Place
Browse
Today
David Murray
Documents » Word 2016 Foundation
word-2016-foundation-training-manual - Row doing
C: » __office-2016-courseware-int » word_2016_foundation » manual...
Yesterday
word-2016-foundation-training-manual
C: » __office-2016-courseware-int » word_2016_foundation » manual...

NOTE: This will display a list of recently opened documents, so the easy way to re-open your document would be to click on the item within the **Recent Documents** list.

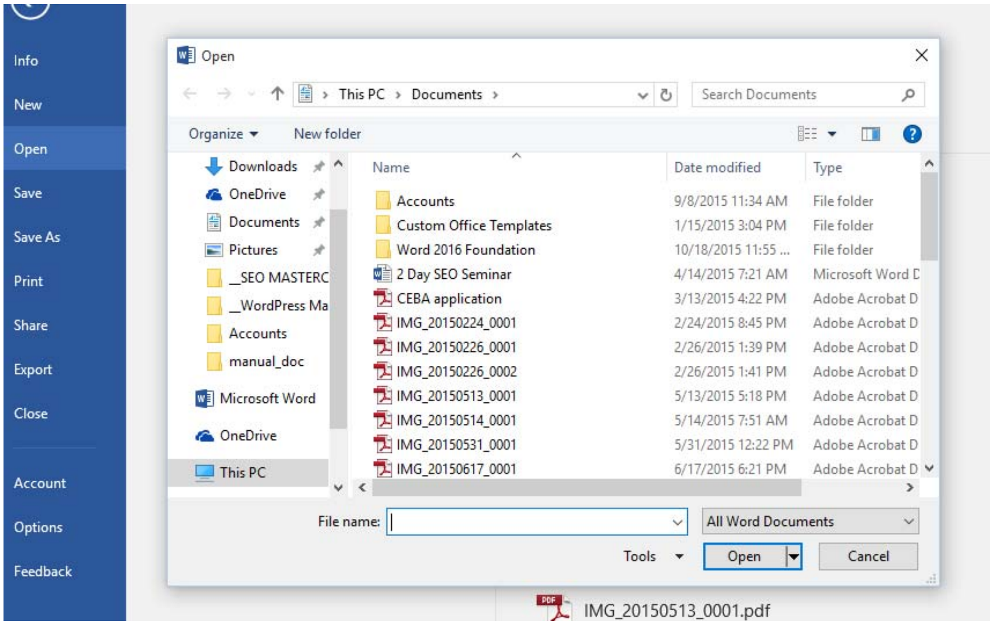
HOWEVER in this case click on the **This PC** item, as illustrated below.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Open
Recent
OneDrive
This PC
Add a Place
Browse

- Then click on the **My Documents** folder.

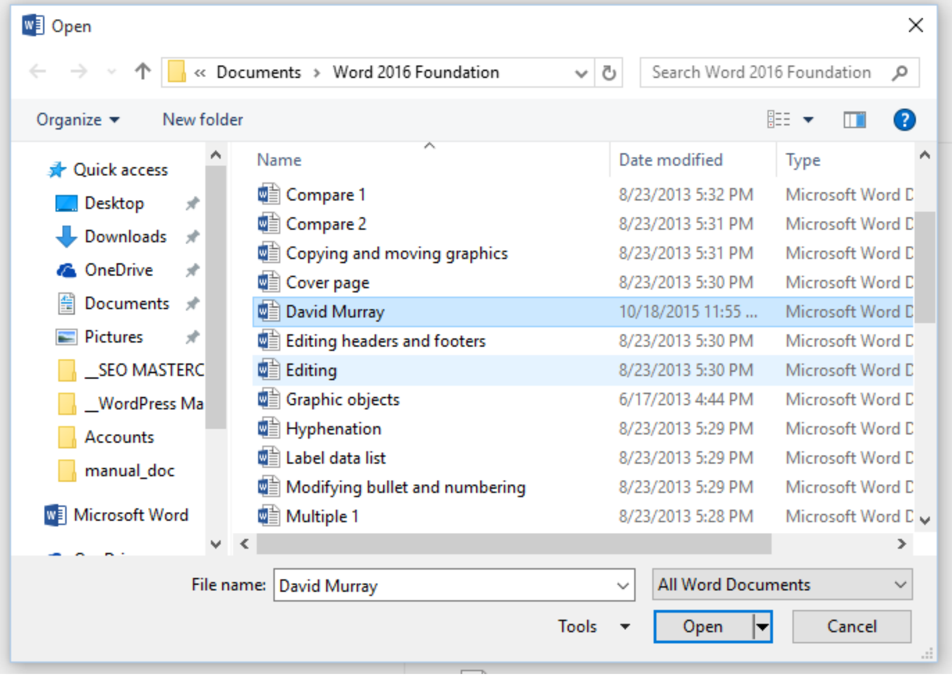

David Murray - Word
Info
New
Open
Save
Save As
Print
Share
Export
Open
Recent
OneDrive
This PC
Add a Place
Documents
Accounts
Custom Office Templates
Word 2016 Foundation
2 Day SEO Seminar.docx

- This will display the **Open** dialog box.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Open
This PC › Documents ›
Search Documents
Organize
New folder
Downloads
OneDrive
Documents
Pictures
_SEO MASTERC
_WordPress Ma
Accounts
manual_doc
Microsoft Word
OneDrive
This PC
File name:
All Word Documents
Tools
Open
Cancel
IMG_20150513_0001.pdf

Name	Date modified	Type
Accounts	9/8/2015 11:34 AM	File folder
Custom Office Templates	1/15/2015 3:04 PM	File folder
Word 2016 Foundation	10/18/2015 11:55 ...	File folder
2 Day SEO Seminar	4/14/2015 7:21 AM	Microsoft Word D
CEBA application	3/13/2015 4:22 PM	Adobe Acrobat D
IMG_20150224_0001	2/24/2015 8:45 PM	Adobe Acrobat D
IMG_20150226_0001	2/26/2015 1:39 PM	Adobe Acrobat D
IMG_20150226_0002	2/26/2015 1:41 PM	Adobe Acrobat D
IMG_20150513_0001	5/13/2015 5:18 PM	Adobe Acrobat D
IMG_20150514_0001	5/14/2015 7:51 AM	Adobe Acrobat D
IMG_20150531_0001	5/31/2015 12:22 PM	Adobe Acrobat D
IMG_20150617_0001	6/17/2015 6:21 PM	Adobe Acrobat D

- Within this dialog box, scroll down to the **Word 2016 Foundation** folder and **double click** on it to change to that folder.
- If necessary, scroll down to select the file you previously saved (**David Murray**) in the example illustrated.


Open
« Documents › Word 2016 Foundation
Search Word 2016 Foundation
Organize
New folder
Quick access
Desktop
Downloads
OneDrive
Documents
Pictures
_SEO MASTERC
_WordPress Ma
Accounts
manual_doc
Microsoft Word
All Word Documents
Tools
Open
Cancel

Name	Date modified	Type
Compare 1	8/23/2013 5:32 PM	Microsoft Word D
Compare 2	8/23/2013 5:31 PM	Microsoft Word D
Copying and moving graphics	8/23/2013 5:31 PM	Microsoft Word D
Cover page	8/23/2013 5:30 PM	Microsoft Word D
David Murray	10/18/2015 11:55 ...	Microsoft Word D
Editing headers and footers	8/23/2013 5:30 PM	Microsoft Word D
Editing	8/23/2013 5:30 PM	Microsoft Word D
Graphic objects	6/17/2013 4:44 PM	Microsoft Word D
Hyphenation	8/23/2013 5:29 PM	Microsoft Word D
Label data list	8/23/2013 5:29 PM	Microsoft Word D
Modifying bullet and numbering	8/23/2013 5:29 PM	Microsoft Word D
Multiple 1	8/23/2013 5:28 PM	Microsoft Word D

File name: David Murray

- Double click on the file that you previously saved to open it.

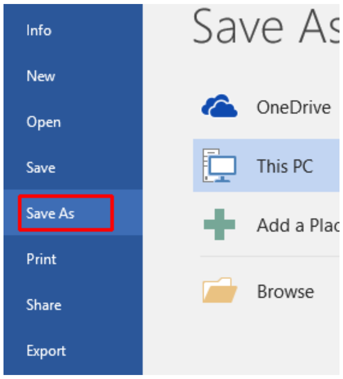
- Your file will be copied from your hard disk into your computer memory. You will now see your document displayed on the screen again.

Save As

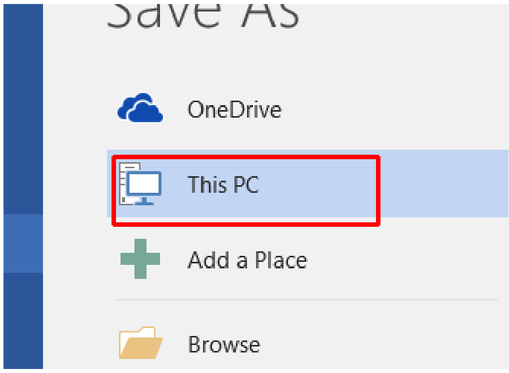
- Sometimes you might want to save different versions of a document. Once you have re-opened your document, click on the page at the end of your text and press the **Enter** key a few times to insert a few empty lines. Type in the following text:

  Please also inform the rest of your team that they need to attend this meeting.

- If we were to click on the **Save** icon that we originally used to save the document, it would overwrite the old version of the file with the contents of the amended document. To save the file using a different file name, click on the **File button** and from the menu displayed, click on the **Save As** command.


Info
New
Open
Save
Save As
Print
Share
Export
Save As
OneDrive
This PC
Add a Plac
Browse

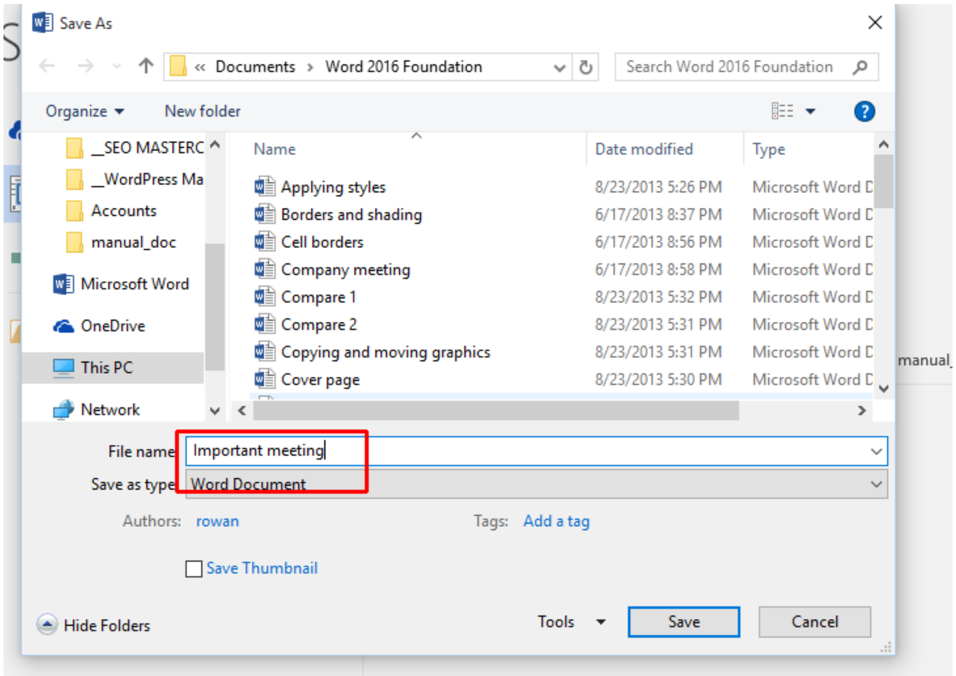
- **Double click** on **This PC** within the **Save As** section.


Save As
OneDrive
This PC
Add a Place
Browse

- This will display the **Save As** dialog box.

  Within the **File Name** section of the dialog box, enter the file name as:

  Important Meeting.


Save As
« Documents › Word 2016 Foundation
Search Word 2016 Foundation
Organize ▾
New folder
_SEO MASTERC
_WordPress Ma
Accounts
manual_doc
Microsoft Word
OneDrive
This PC
Network
Authors: rowan
Tags: Add a tag
☐ Save Thumbnail
Hide Folders
Tools ▾
Save
Cancel
manual_

Name	Date modified	Type
Applying styles	8/23/2013 5:26 PM	Microsoft Word D
Borders and shading	6/17/2013 8:37 PM	Microsoft Word D
Cell borders	6/17/2013 8:56 PM	Microsoft Word D
Company meeting	6/17/2013 8:58 PM	Microsoft Word D
Compare 1	8/23/2013 5:32 PM	Microsoft Word D
Compare 2	8/23/2013 5:31 PM	Microsoft Word D
Copying and moving graphics	8/23/2013 5:31 PM	Microsoft Word D
Cover page	8/23/2013 5:30 PM	Microsoft Word D

File name: Important meeting

Save as type: Word Document

- Then save the file by clicking on the **Save** button.

  You now have two versions of this file saved to your hard disk.

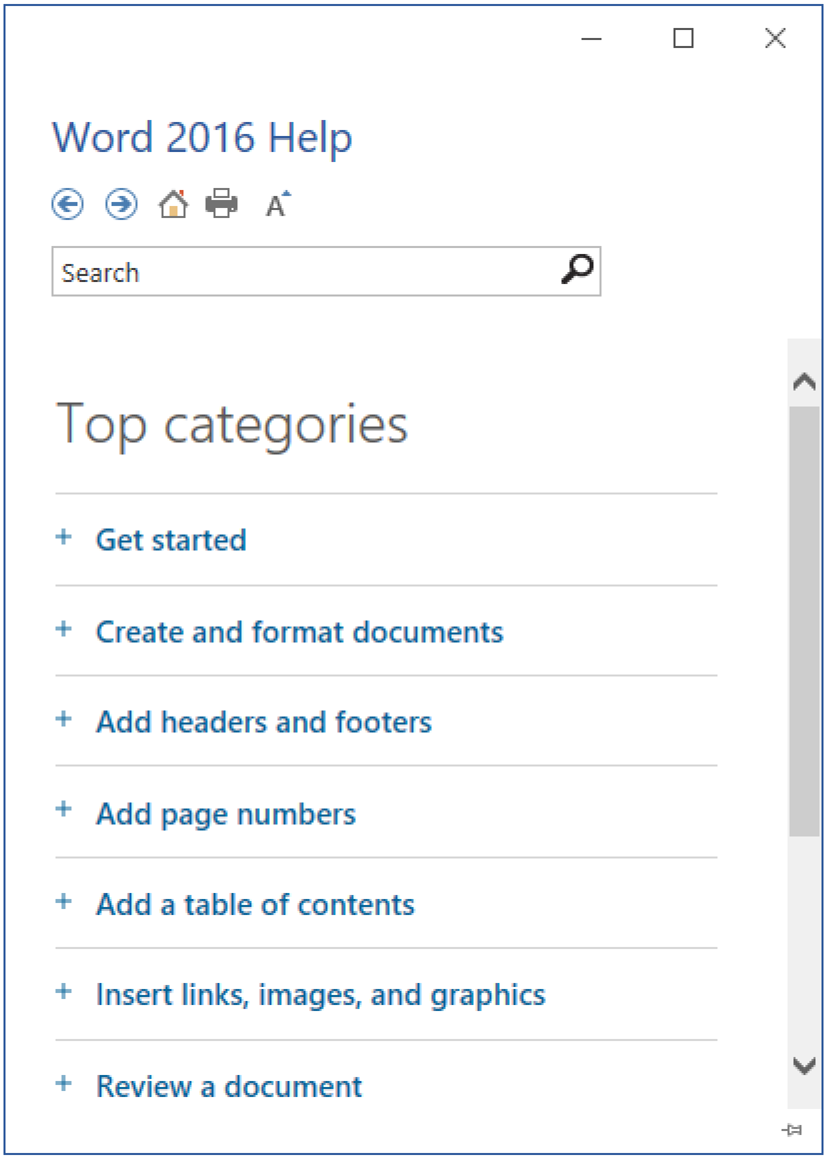
- Close the document before continuing.

Creating a new, blank document using a keyboard shortcut

- Once Microsoft Word is displayed on your screen you can create a new document by pressing **Ctrl+N**. This document will use the default Microsoft Word template and be displayed on your screen. Try this now. Once the empty document is displayed, type in your name and save the document using the file name **My New Document**. Close the document.

Using Help within Microsoft Word

- Press **Ctrl+N** to display a new, empty document
- Press the **F1** key, which is the general get help key within most Microsoft products. This will display the **Help** window.



Word 2016 Help

Search

Top categories

+ Get started

+ Create and format documents

+ Add headers and footers

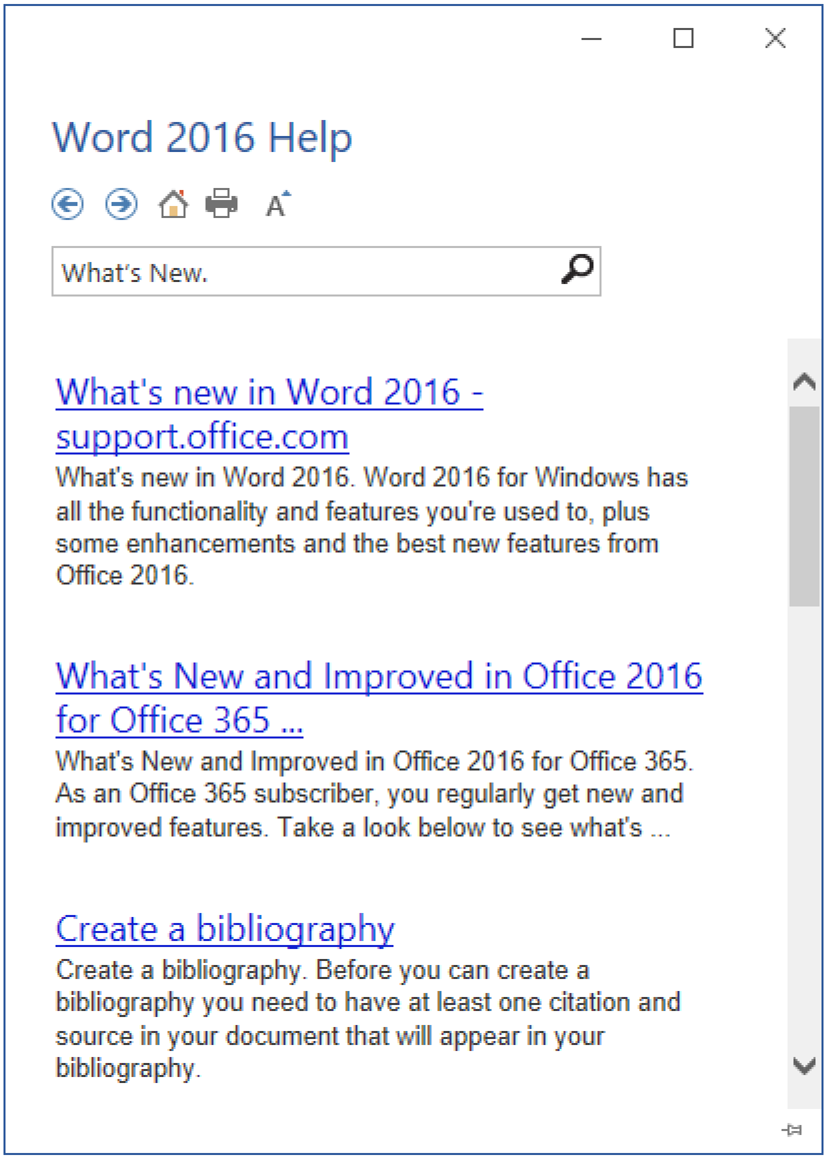
+ Add page numbers

+ Add a table of contents

+ Insert links, images, and graphics

+ Review a document

- Try typing in the words **What’s New**.



What's new in Word 2016 - support.office.com

What's new in Word 2016. Word 2016 for Windows has all the functionality and features you're used to, plus some enhancements and the best new features from Office 2016.

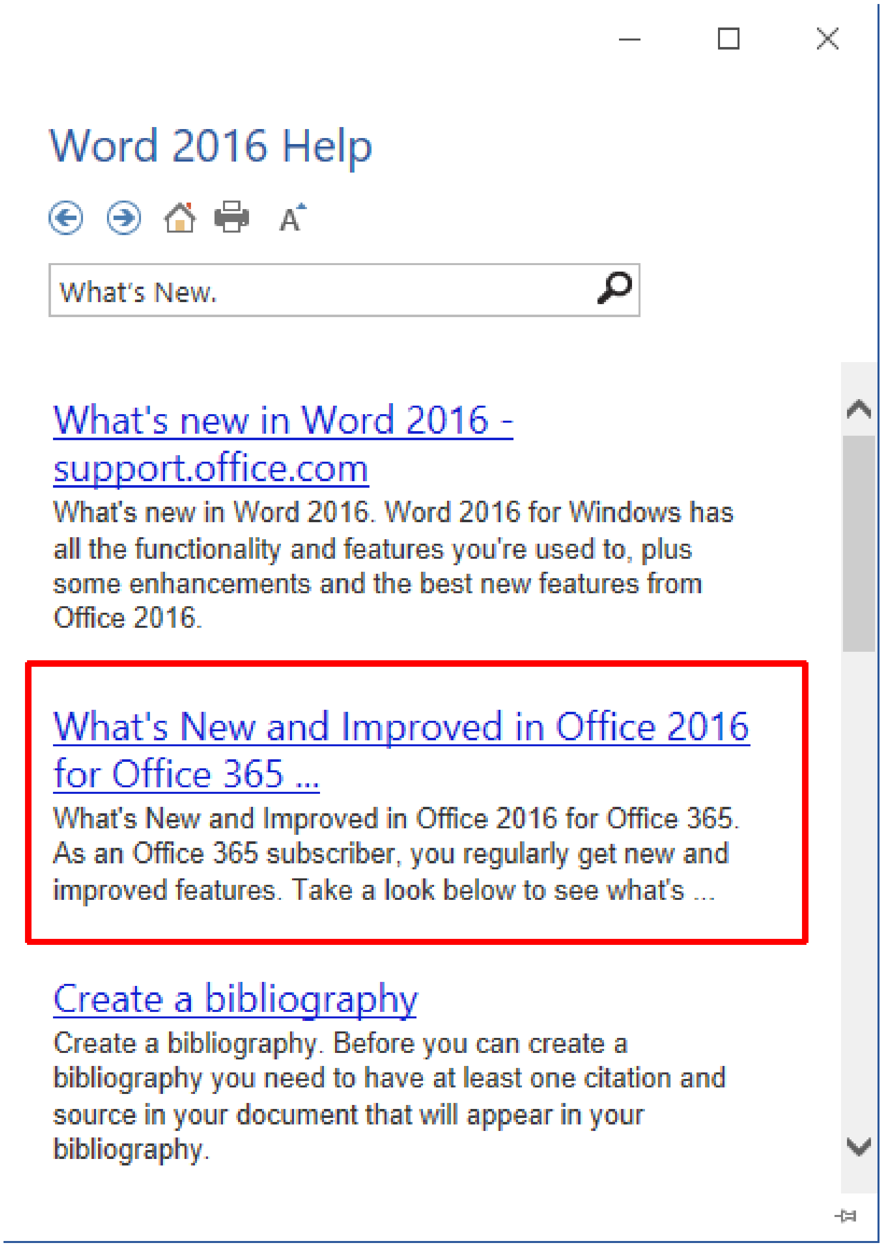
What's New and Improved in Office 2016 for Office 365 ...

What's New and Improved in Office 2016 for Office 365. As an Office 365 subscriber, you regularly get new and improved features. Take a look below to see what's ...

Create a bibliography

Create a bibliography. Before you can create a bibliography you need to have at least one citation and source in your document that will appear in your bibliography.

- You will see the following information displayed.



Word 2016 Help

What's New.

What's new in Word 2016 - support.office.com

What's new in Word 2016. Word 2016 for Windows has all the functionality and features you're used to, plus some enhancements and the best new features from Office 2016.

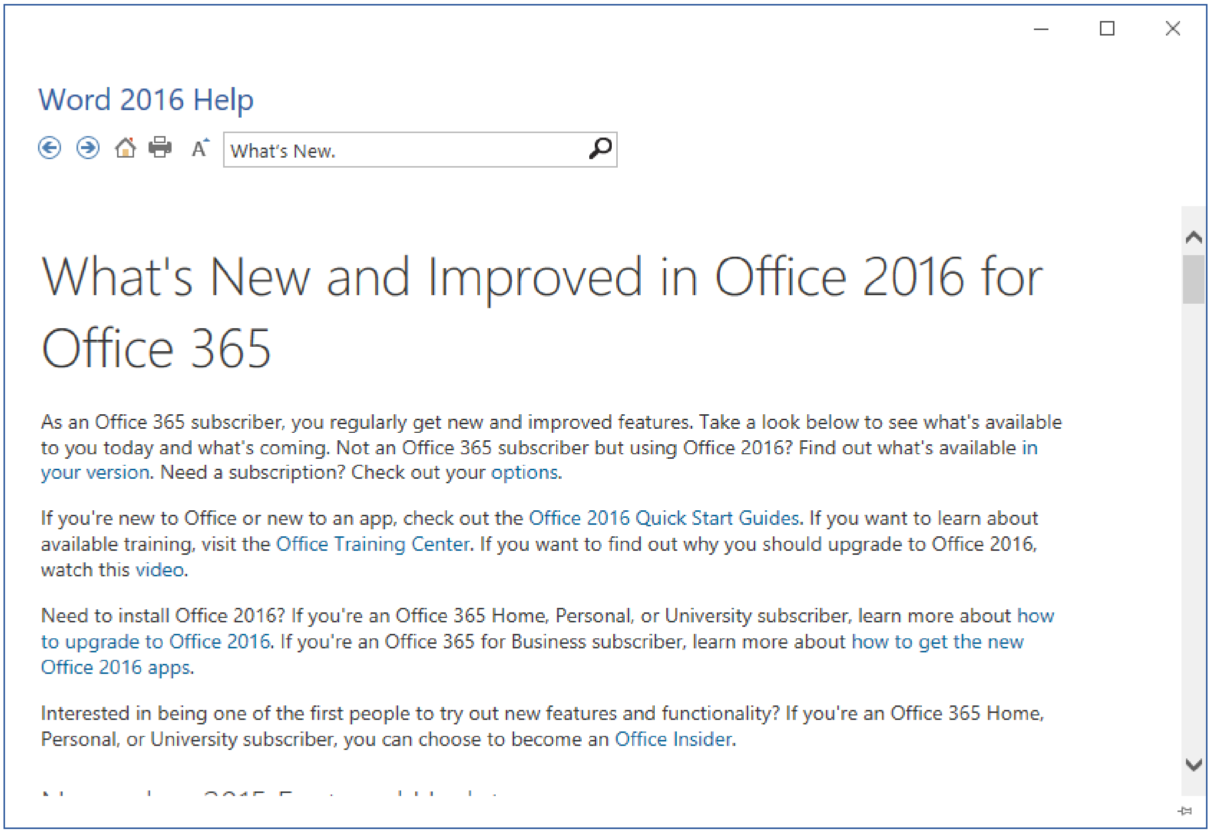
What's New and Improved in Office 2016 for Office 365 ...

What's New and Improved in Office 2016 for Office 365. As an Office 365 subscriber, you regularly get new and improved features. Take a look below to see what's ...

Create a bibliography

Create a bibliography. Before you can create a bibliography you need to have at least one citation and source in your document that will appear in your bibliography.

- Click on the '**What's new and improved in Office 2016 …**' topic and you will see a screen describing the new features of this version of Microsoft Word.



What's New and Improved in Office 2016 for Office 365

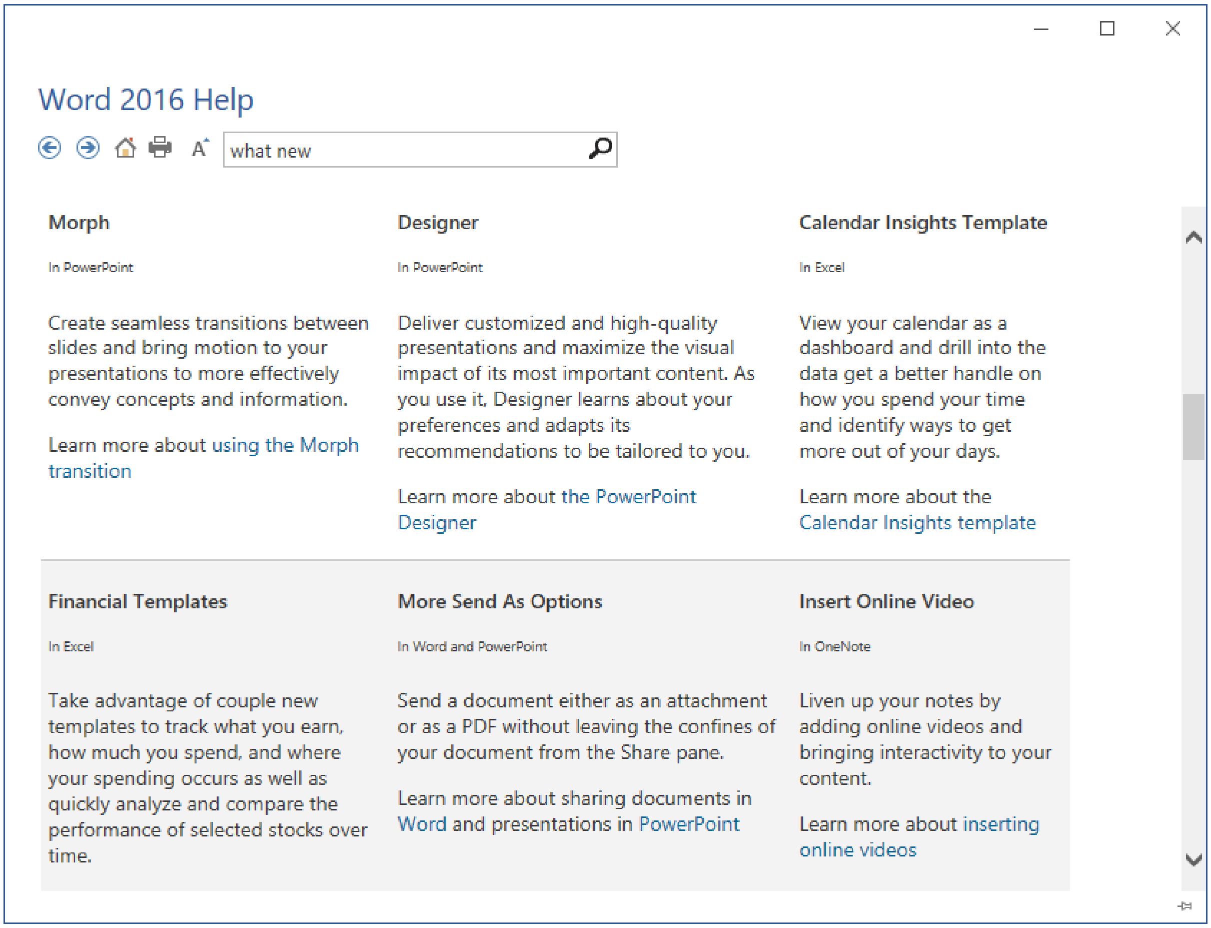
As an Office 365 subscriber, you regularly get new and improved features. Take a look below to see what's available to you today and what's coming. Not an Office 365 subscriber but using Office 2016? Find out what's available in your version. Need a subscription? Check out your options.

If you're new to Office or new to an app, check out the Office 2016 Quick Start Guides. If you want to learn about available training, visit the Office Training Center. If you want to find out why you should upgrade to Office 2016, watch this video.

Need to install Office 2016? If you're an Office 365 Home, Personal, or University subscriber, learn more about how to upgrade to Office 2016. If you're an Office 365 for Business subscriber, learn more about how to get the new Office 2016 apps.

Interested in being one of the first people to try out new features and functionality? If you're an Office 365 Home, Personal, or University subscriber, you can choose to become an Office Insider.

- Scroll down within this window to see more information. Do not read all the information, just scroll down and see what sort of information is available.



Morph

In PowerPoint

Create seamless transitions between slides and bring motion to your presentations to more effectively convey concepts and information.

Learn more about using the Morph transition

Designer

In PowerPoint

Deliver customized and high-quality presentations and maximize the visual impact of its most important content. As you use it, Designer learns about your preferences and adapts its recommendations to be tailored to you.

Learn more about the PowerPoint Designer

Calendar Insights Template

In Excel

View your calendar as a dashboard and drill into the data get a better handle on how you spend your time and identify ways to get more out of your days.

Learn more about the Calendar Insights template

Financial Templates

In Excel

Take advantage of couple new templates to track what you earn, how much you spend, and where your spending occurs as well as quickly analyze and compare the performance of selected stocks over time.

More Send As Options

In Word and PowerPoint

Send a document either as an attachment or as a PDF without leaving the confines of your document from the Share pane.

Learn more about sharing documents in Word and presentations in PowerPoint

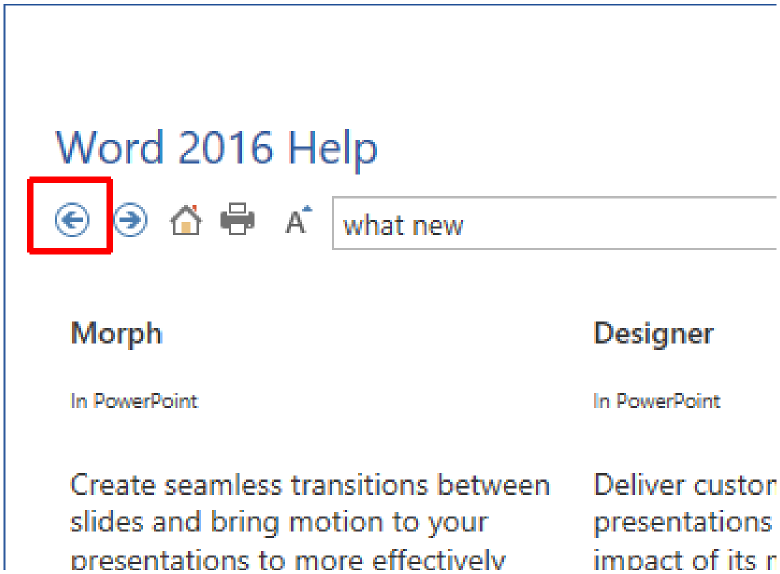
Insert Online Video

In OneNote

Liven up your notes by adding online videos and bringing interactivity to your content.

Learn more about inserting online videos

- You can use the **Back** button within the Help window to see previously viewed pages. Clicking on the **Home** button within the Microsoft Office help window will display the default starting page again.



Word 2016 Help

Morph

In PowerPoint

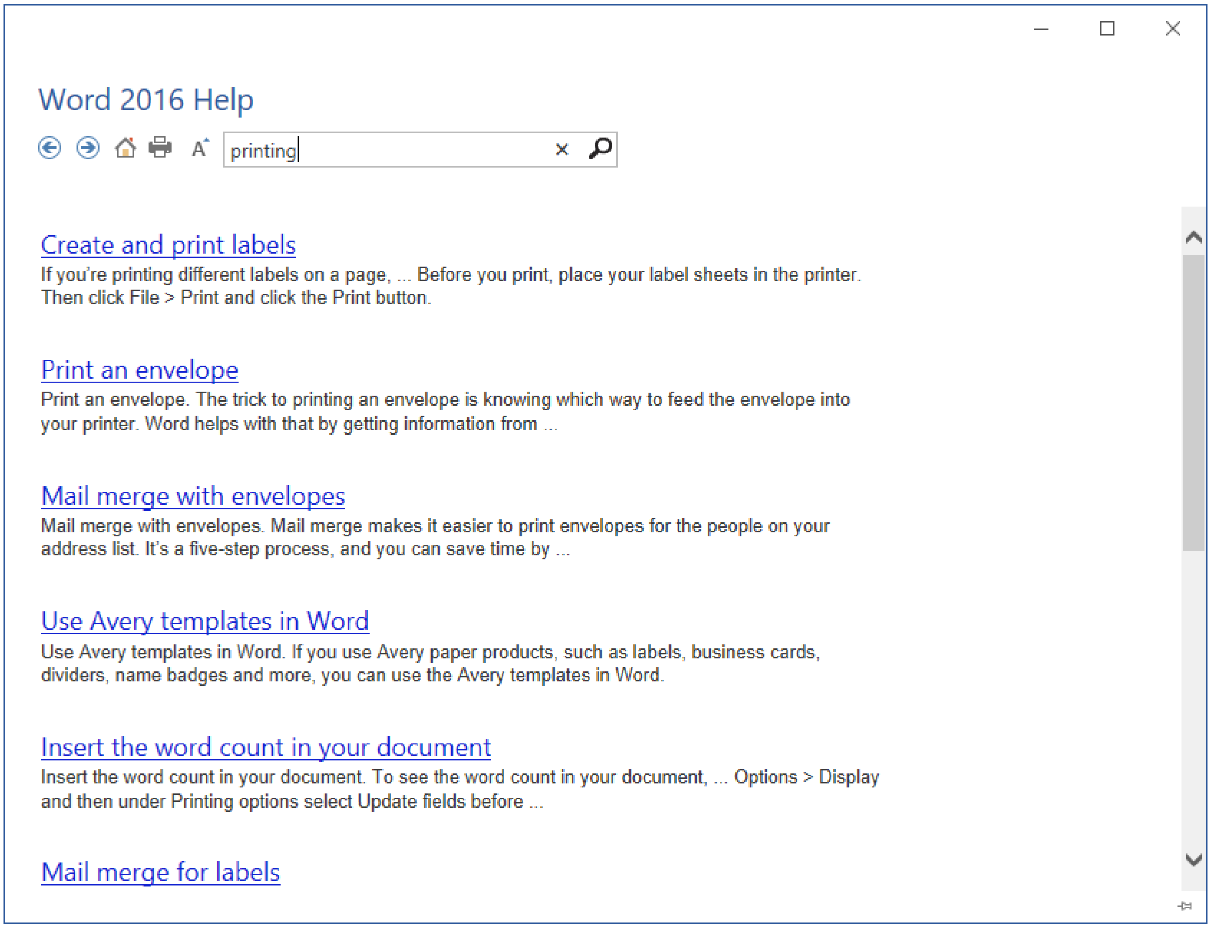
Create seamless transitions between slides and bring motion to your presentations to more effectively

Designer

In PowerPoint

Deliver custor presentations impact of its r

- You can search for help on a particular topic. For instance, try searching for help relating to printing by typing the word '**Printing'** into the **Search** box. When you click on the **Search** button, (the small **magnifying glass** icon) you will see the following.



Word 2016 Help

Create and print labels

If you're printing different labels on a page, ... Before you print, place your label sheets in the printer. Then click File > Print and click the Print button.

Print an envelope

Print an envelope. The trick to printing an envelope is knowing which way to feed the envelope into your printer. Word helps with that by getting information from ...

Mail merge with envelopes

Mail merge with envelopes. Mail merge makes it easier to print envelopes for the people on your address list. It's a five-step process, and you can save time by ...

Use Avery templates in Word

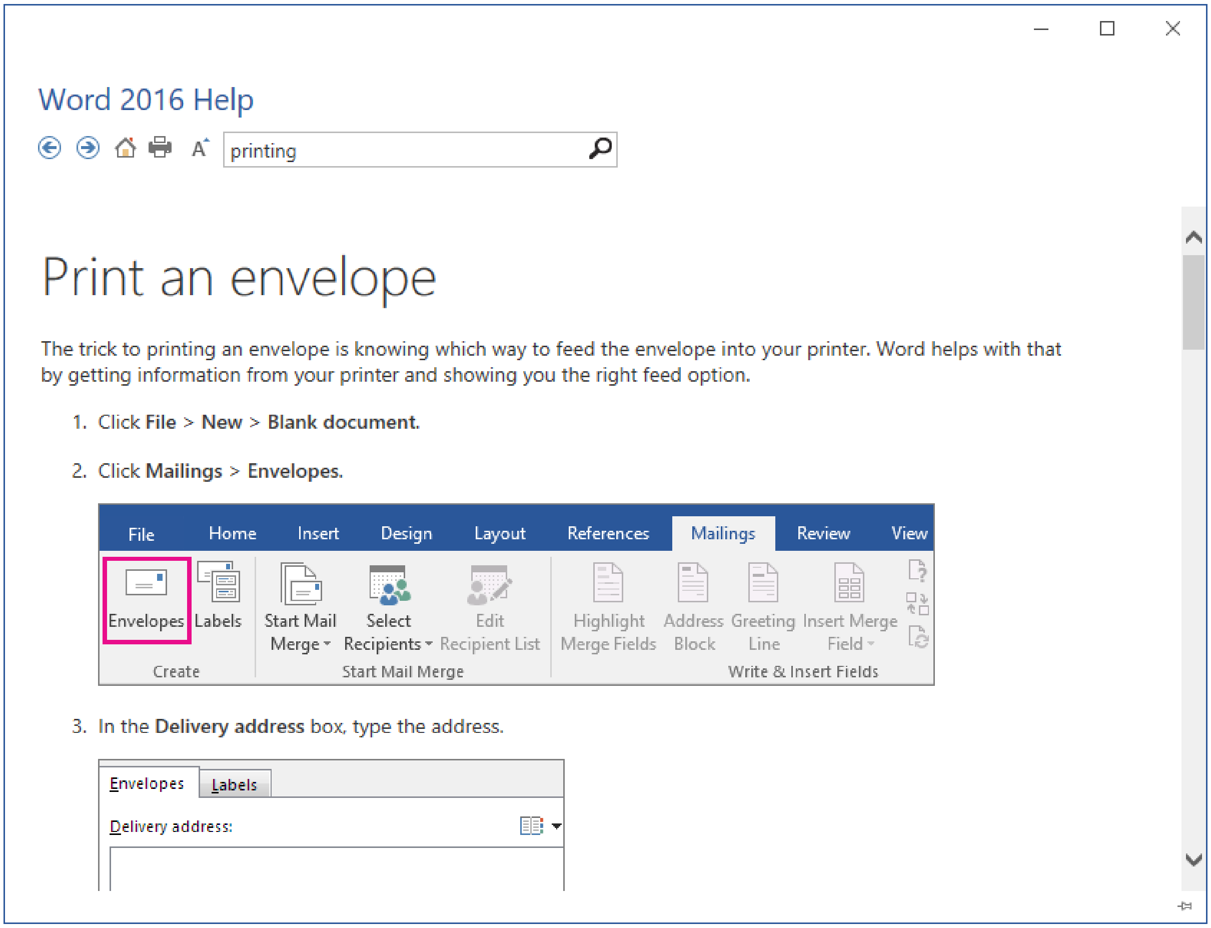
Use Avery templates in Word. If you use Avery paper products, such as labels, business cards, dividers, name badges and more, you can use the Avery templates in Word.

Insert the word count in your document

Insert the word count in your document. To see the word count in your document, ... Options > Display and then under Printing options select Update fields before ...

Mail merge for labels

- Display information about a specific printing topic, such as '**Print for envelopes**'.



Word 2016 Help

printing

Print an envelope

The trick to printing an envelope is knowing which way to feed the envelope into your printer. Word helps with that by getting information from your printer and showing you the right feed option.

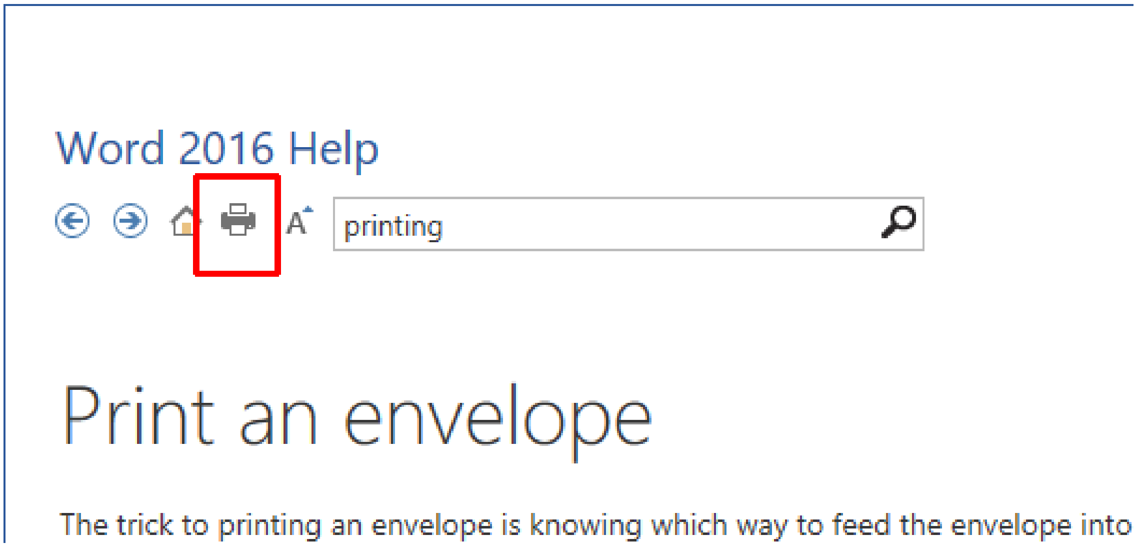
1. Click **File** > **New** > **Blank document.**
2. Click **Mailings** > **Envelopes.**

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields

3. In the **Delivery address** box, type the address.

Envelopes
Labels
Delivery address:

- Then use the **Printer** icon within the Microsoft Word **Help** window to print out a page of instructions.


Word 2016 Help
printing

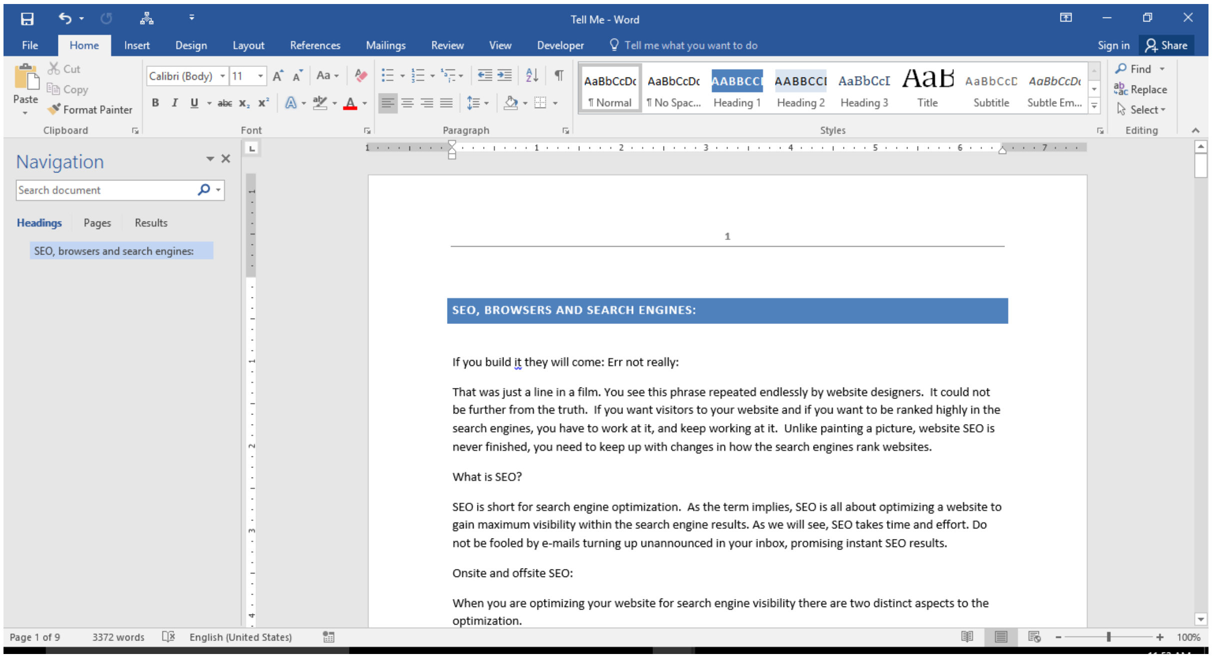
Print an envelope

The trick to printing an envelope is knowing which way to feed the envelope into

- Before continuing, close the Help window.

Using ‘Tell Me’ within Microsoft Word

- Open a document called **Tell Me**. As you can see this document is not formatted to display columns.


Tell Me - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Tell me what you want to do
Sign in
Share
Cut
Copy
Format Painter
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
Normal
No Spac...
Heading 1
Heading 2
Heading 3
Title
Subtitle
Subtle Em...
Styles
Find
Replace
Select
Editing
Navigation
Search document
Headings
Pages
Results
SEO, browsers and search engines:
Page 1 of 9
3372 words
English (United States)
100%

1

SEO, BROWSERS AND SEARCH ENGINES:

If you build it they will come: Err not really:

That was just a line in a film. You see this phrase repeated endlessly by website designers. It could not be further from the truth. If you want visitors to your website and if you want to be ranked highly in the search engines, you have to work at it, and keep working at it. Unlike painting a picture, website SEO is never finished, you need to keep up with changes in how the search engines rank websites.

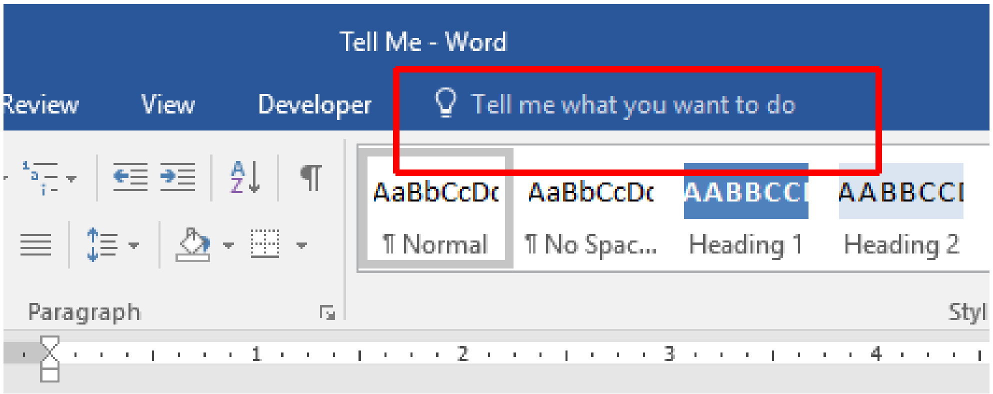
What is SEO?

SEO is short for search engine optimization. As the term implies, SEO is all about optimizing a website to gain maximum visibility within the search engine results. As we will see, SEO takes time and effort. Do not be fooled by e-mails turning up unannounced in your inbox, promising instant SEO results.

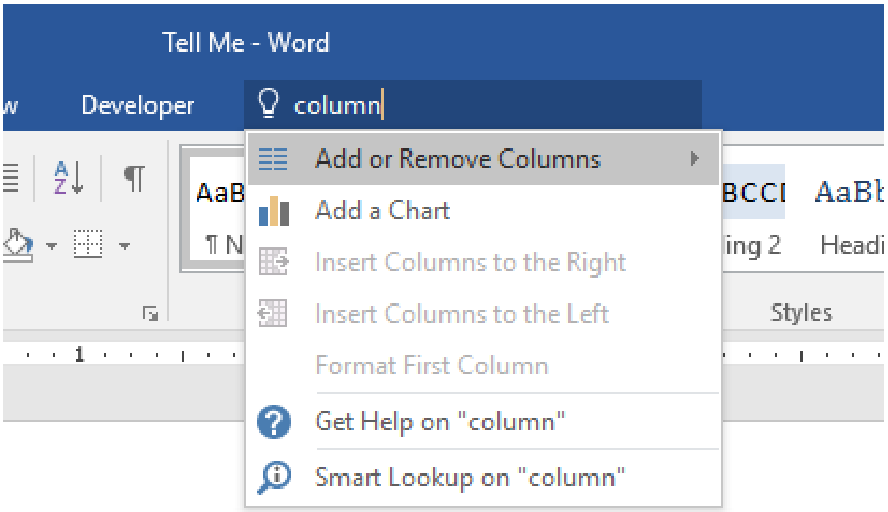
Onsite and offsite SEO:

When you are optimizing your website for search engine visibility there are two distinct aspects to the optimization.

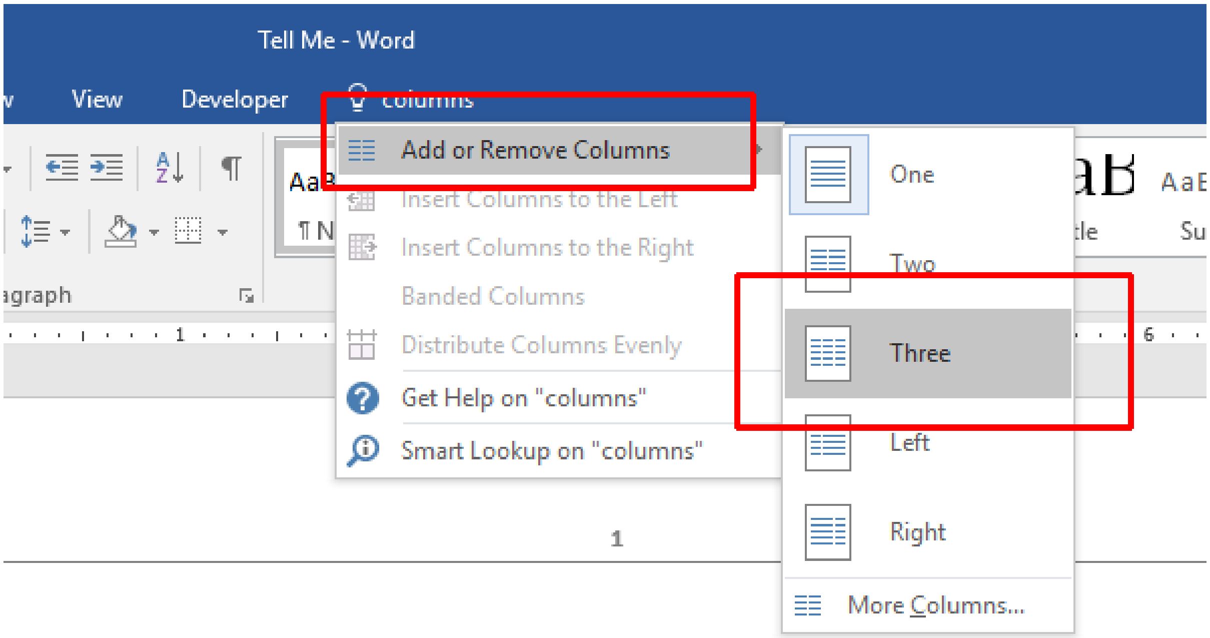
- If you look at your Microsoft Word screen there is an area called **Tell me what you want to do** towards the top-right of the screen.


Tell Me - Word
Review
View
Developer
Tell me what you want to do
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AABBCCI
Heading 1
AABBCCI
Heading 2
Paragraph
Styl

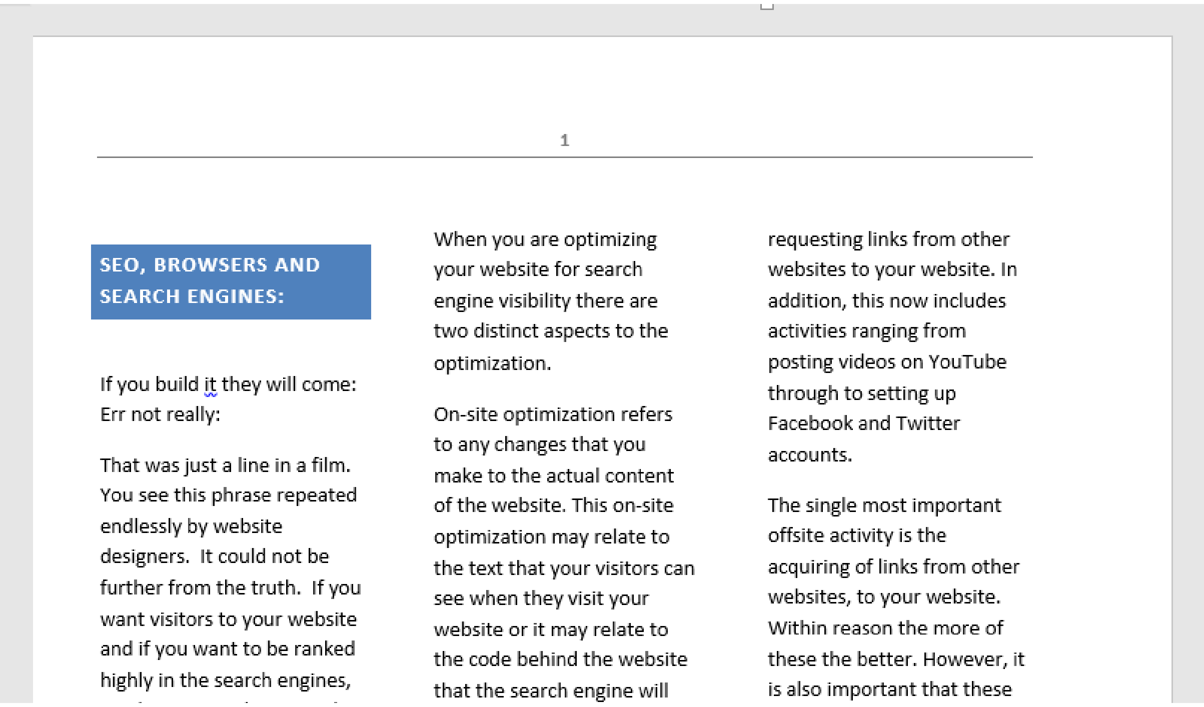
- Click within the **Tell me what you want to do** area and type in the word columns. You will see the following.


Tell Me - Word
Developer
column
Add or Remove Columns
Add a Chart
Insert Columns to the Right
Insert Columns to the Left
Format First Column
Get Help on "column"
Smart Lookup on "column"
Styles

- Click on the item that displays the text **Add or Remove Columns**. From the sub-menu displayed, click on the **Three** columns option.


Tell Me - Word
View
Developer
columns
Add or Remove Columns
Insert Columns to the Left
Insert Columns to the Right
Banded Columns
Distribute Columns Evenly
Get Help on "columns"
Smart Lookup on "columns"
One
Two
Three
Left
Right
More Columns...
agraph
1

- Your document will now look like this.



SEO, BROWSERS AND SEARCH ENGINES:

If you build it they will come: Err not really:

That was just a line in a film. You see this phrase repeated endlessly by website designers. It could not be further from the truth. If you want visitors to your website and if you want to be ranked highly in the search engines,

When you are optimizing your website for search engine visibility there are two distinct aspects to the optimization.

On-site optimization refers to any changes that you make to the actual content of the website. This on-site optimization may relate to the text that your visitors can see when they visit your website or it may relate to the code behind the website that the search engine will

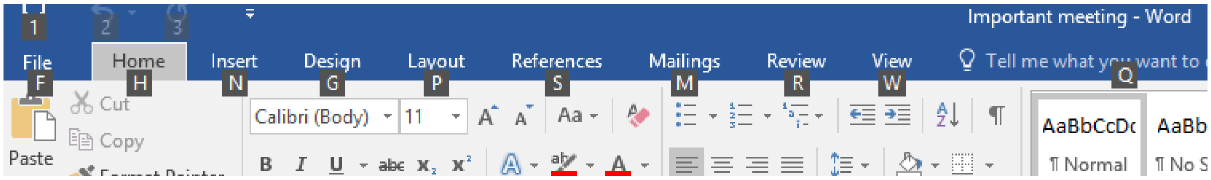
requesting links from other websites to your website. In addition, this now includes activities ranging from posting videos on YouTube through to setting up Facebook and Twitter accounts.

The single most important offsite activity is the acquiring of links from other websites, to your website. Within reason the more of these the better. However, it is also important that these

- Without knowing how to format a document in three column format, you have achieved this task, simply by asking about it.

Alt key help

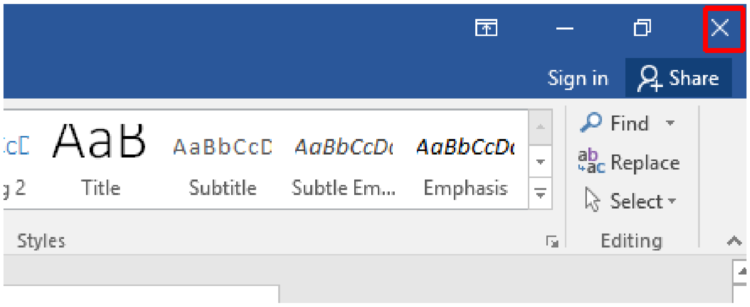
- Press the **Alt** key and you will see numbers and letters displayed over icons, tabs or commands, towards the top of your screen.


Important meeting - Word
1
2
3
File F
Home H
Insert N
Design G
Layout P
References S
Mailings M
Review R
View W
Tell me what you want to Q
Paste
Cut
Copy
Format Painter
Calibri (Body)
11
AaBbCcDc
¶ Normal
AaBb
¶ No S

- If you type in a number or letter you will activate a command. Press the Alt key again and the extra help will no longer be displayed.
- Press the **Alt** key again and you will see an **N** displayed over the **Insert** tab. Press **N** and you will see the contents of the **Insert** tab displayed.
- This is a very easy way of learning keyboard shortcuts. You now know that **Alt+N** will display the **Insert** Tab.
- Click on the **Home** tab before continuing.

Closing Microsoft Word

- To close the Microsoft Word program, click on the **Close** icon, displayed at the top-right of the Word window.


Sign in
Share
AaB
Title
AaBbCcD
Subtitle
AaBbCcDc
Subtle Em...
AaBbCcDc
Emphasis
Styles
Find
Replace
Select
Editing

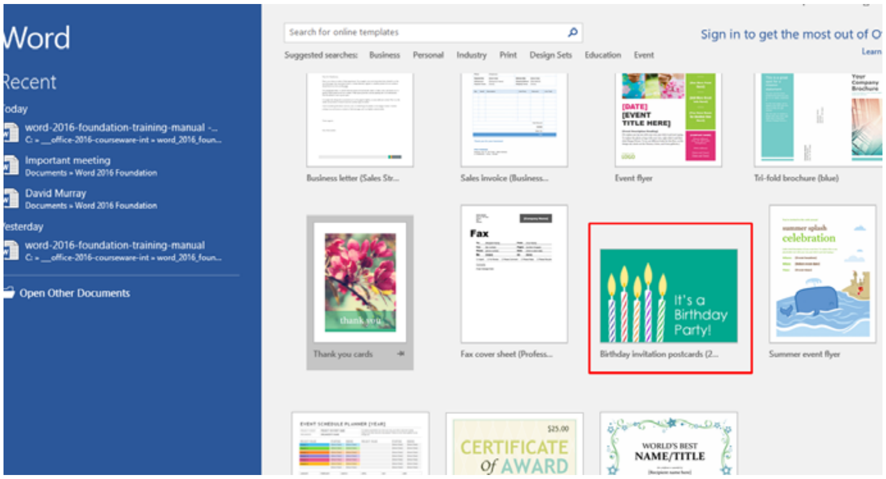
- Close the Word program

  TIP: The keyboard shortcut to close the Word program is **Alt+F4**.

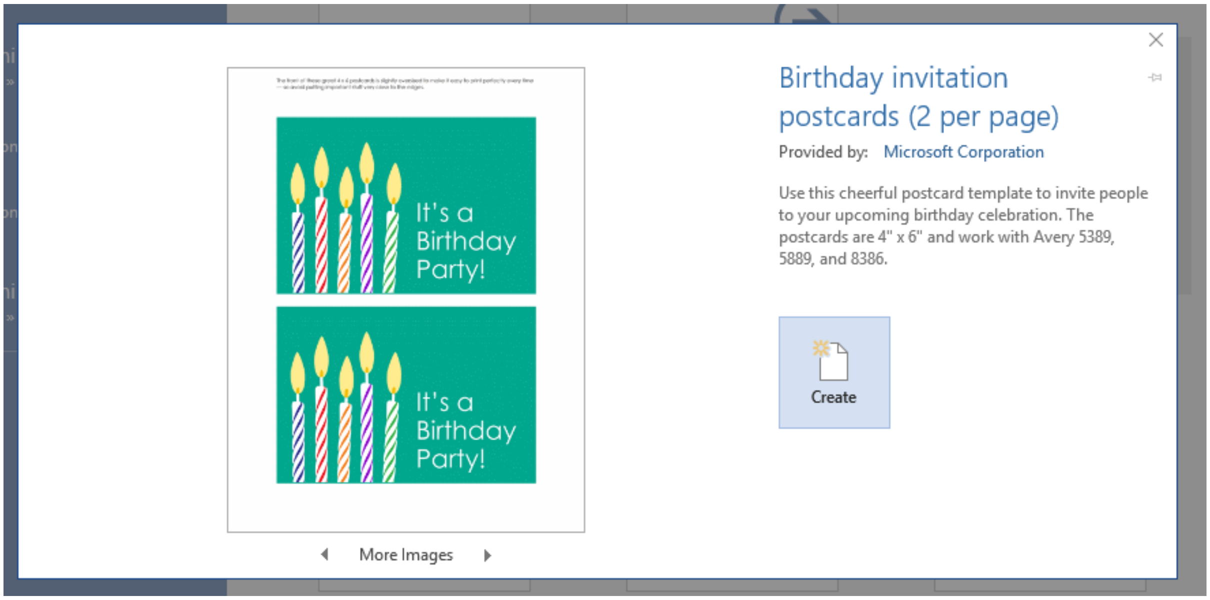
Using templates to create documents

Creating new documents using different templates

- Re-open the Microsoft Word program. By default, the Word program opens and displays a screen displaying a number of different templates that you can use to create a new document.


Word
Recent
oday
word-2016-foundation-training-manual -...
C: » _office-2016-courseware-int » word_2016_foun...
Important meeting
Documents » Word 2016 Foundation
David Murray
Documents » Word 2016 Foundation
esterday
word-2016-foundation-training-manual
C: » _office-2016-courseware-int » word_2016_foun...
Open Other Documents
Search for online templates
Suggested searches: Business Personal Industry Print Design Sets Education Event
Sign in to get the most out of O
Learn
Business letter (Sales Str...
Sales invoice (Business...
Event flyer
Tri-fold brochure (blue)
Thank you cards
Fax cover sheet (Profess...
Birthday invitation postcards (2...
Summer event flyer
It's a Birthday Party!
CERTIFICATE Of AWARD
WORLD'S BEST NAME/TITLE

- If necessary, scroll down the template thumbnails, until you see the **Birthday Invitation** template.
- Click on this template to display a preview and details about the template, as illustrated.



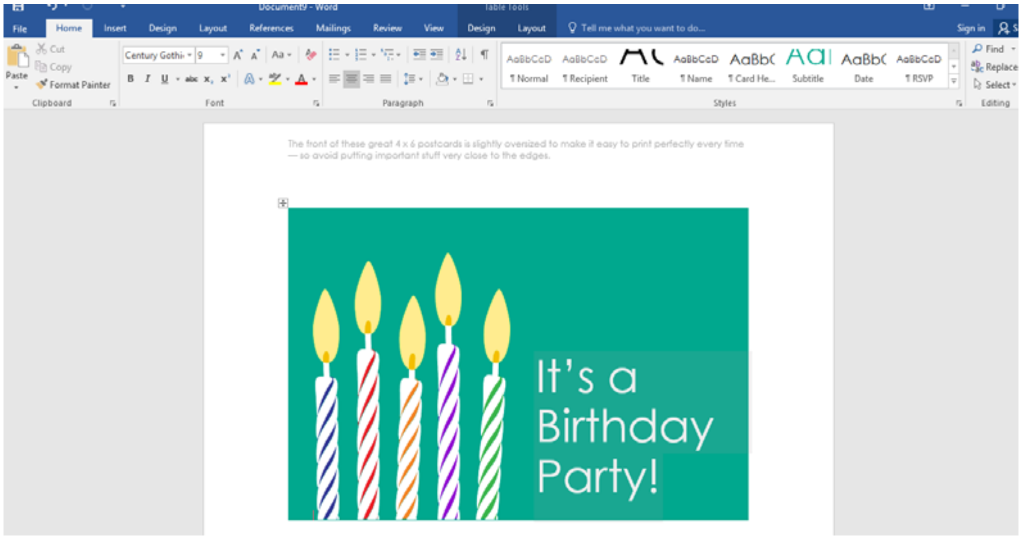
Birthday invitation postcards (2 per page)

Provided by: Microsoft Corporation

Use this cheerful postcard template to invite people to your upcoming birthday celebration. The postcards are 4" x 6" and work with Avery 5389, 5889, and 8386.

It's a Birthday Party!
It's a Birthday Party!
More Images
Create

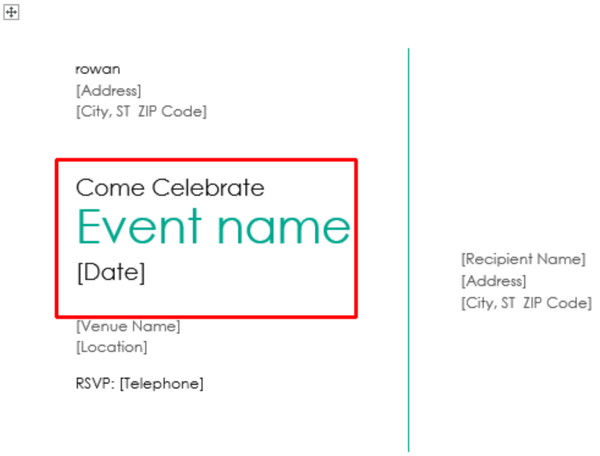
- Click on the **Create** button. Your screen will now display a new document, based on the selected template.


Document9 - Word
Table Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Layout
Tell me what you want to do...
Sign in
Paste
Cut
Copy
Format Painter
Clipboard
Century Gothi
9
Font
Paragraph
¶ Normal
¶ Recipient
Title
¶ Name
¶ Card He...
Subtitle
Date
¶ RSVP
Styles
Find
Replace
Select
Editing

The front of these great 4 x 6 postcards is slightly oversized to make it easy to print perfectly every time — so avoid putting important stuff very close to the edges.

It's a Birthday Party!

- Click within the **Birthday Party Event Name** area and you will see that this section becomes highlighted as illustrated below.



rowan
[Address]
[City, ST ZIP Code]

Come Celebrate
Event name
[Date]

[Venue Name]
[Location]

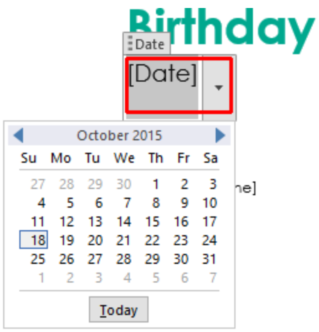
RSVP: [Telephone]

[Recipient Name]
[Address]
[City, ST ZIP Code]

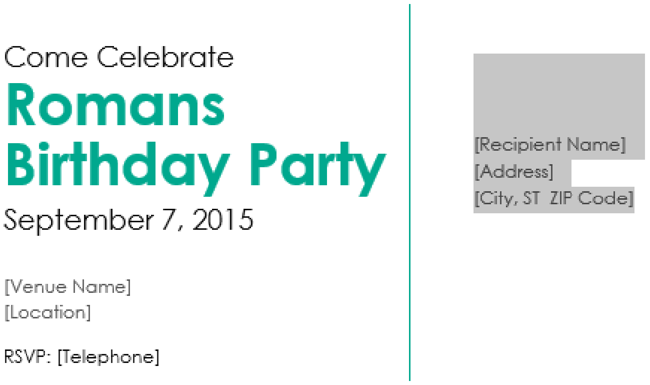
- Type in the event name for instance you could use the words:

  Romans Birthday Party

- Click within the **Date** area and again this section will become highlighted. If you look carefully there is a drop-down to the right of this area and if you click on this a calendar will be displayed allowing you to select the date.


Birthday
Date
[Date]
October 2015
Su Mo Tu We Th Fr Sa
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Today

- Use the calendar to set a date for the birthday party.
- Click within the **Location** field and enter a fictitious address for the birthday party

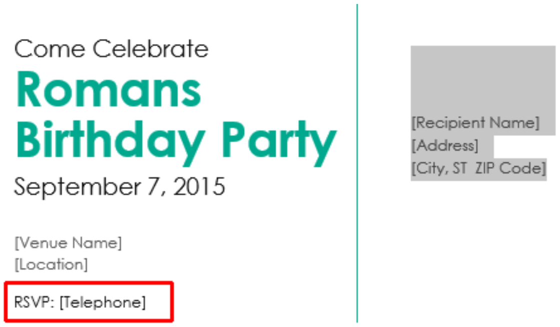

Come Celebrate
Romans
Birthday Party
September 7, 2015

[Venue Name]
[Location]

RSVP: [Telephone]

[Recipient Name]
[Address]
[City, ST ZIP Code]

- Finally click within the email address or telephone section and enter fictitious contact details.

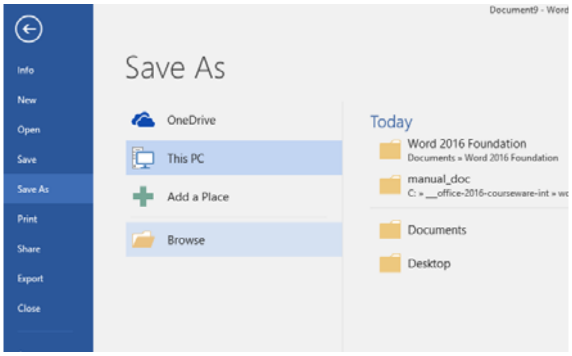

Come Celebrate
Romans
Birthday Party
September 7, 2015

[Venue Name]
[Location]

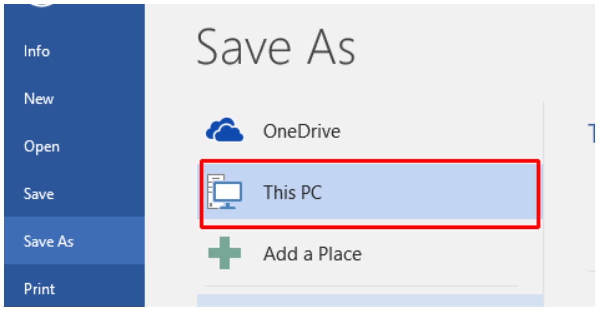
RSVP: [Telephone]

[Recipient Name]
[Address]
[City, ST ZIP Code]

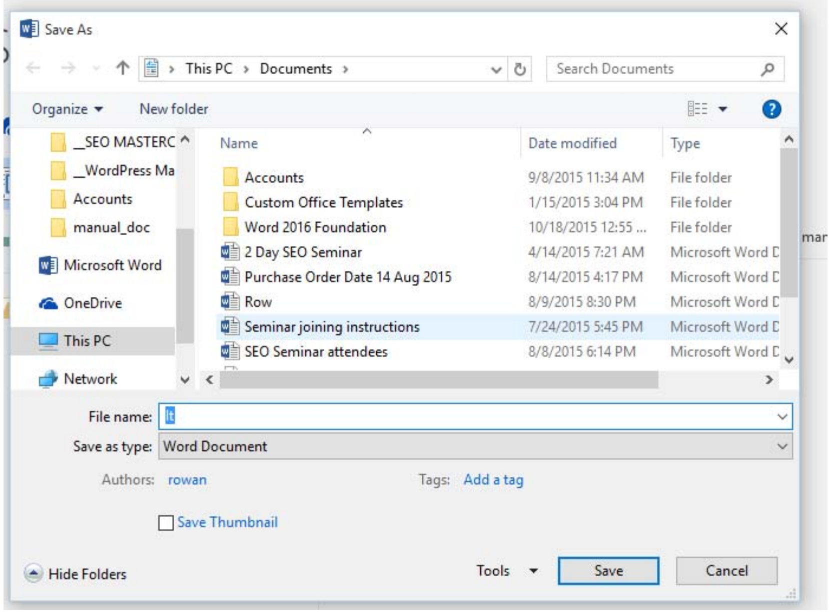
- That's it you have now created your birthday party invitation using this template.
- In order to save your new document, click on the **Save** icon displayed at the top left of the screen which will display the **Save As** screen.


Document9 - Word
Info
New
Open
Save
Save As
Print
Share
Export
Close
Save As
OneDrive
This PC
Add a Place
Browse
Today
Word 2016 Foundation
Documents » Word 2016 Foundation
manual_doc
C: » __office-2016-courseware-int » wo
Documents
Desktop

- Click within the **This PC** section.


Info
New
Open
Save
Save As
Print
Save As
OneDrive
This PC
Add a Place

- Click on **My Documents**. This will display the **Save As** dialog box.


Save As
This PC › Documents ›
Search Documents
Organize
New folder
__SEO MASTERC
__WordPress Ma
Accounts
manual_doc
Microsoft Word
OneDrive
This PC
Network
Tools
Save
Cancel
Hide Folders

Name	Date modified	Type
Accounts	9/8/2015 11:34 AM	File folder
Custom Office Templates	1/15/2015 3:04 PM	File folder
Word 2016 Foundation	10/18/2015 12:55 ...	File folder
2 Day SEO Seminar	4/14/2015 7:21 AM	Microsoft Word D
Purchase Order Date 14 Aug 2015	8/14/2015 4:17 PM	Microsoft Word D
Row	8/9/2015 8:30 PM	Microsoft Word D
Seminar joining instructions	7/24/2015 5:45 PM	Microsoft Word D
SEO Seminar attendees	8/8/2015 6:14 PM	Microsoft Word D

File name: It
Save as type: Word Document
Authors: rowan
Tags: Add a tag
☐ Save Thumbnail

If necessary scroll down so that you can see the **Word 2016 Foundation** folder, and then double-click on this folder to change to that folder.

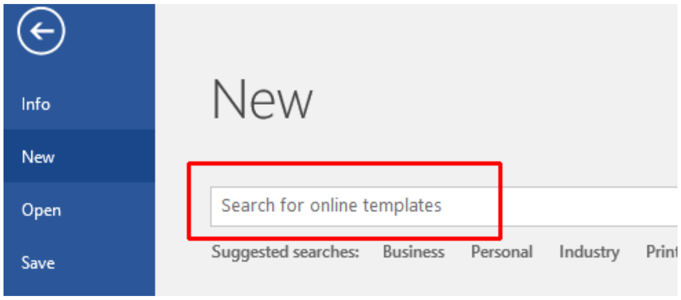
- Enter a file name within the file name section. In this case use the file name:

Birthday Invitation

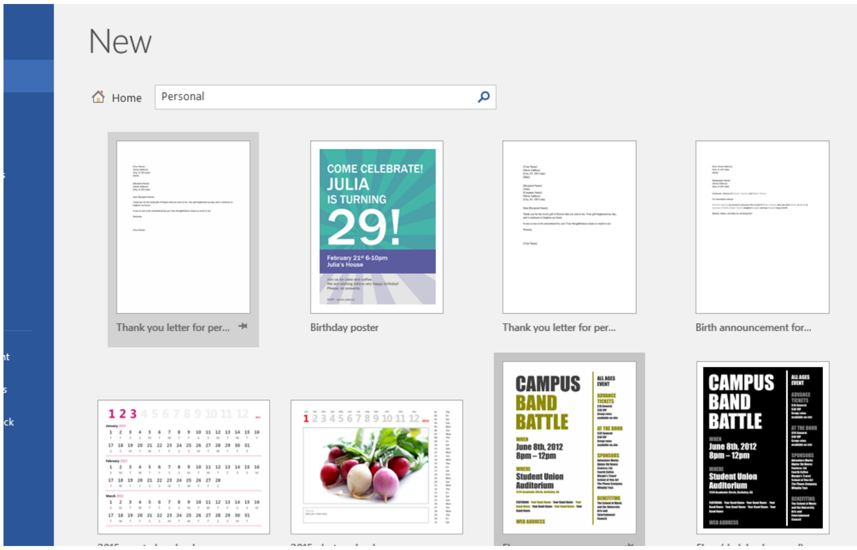
- Click on the **Save** button to save your document.
- To close the document, click on the **Close** icon displayed at the top right of your screen.

Using online templates

- Click on the **File** tab and then click within the **New** section which will display a screen as illustrated below. You will see there is a section called **Search For Online Templates**. Beneath this there are some suggested searches you can use. Enter the word cards and then click on the search button (the small magnifying glass).


Info
New
Open
Save
New
Search for online templates
Suggested searches: Business Personal Industry Print

- A screen will be displayed containing lots of different templates that you can browse through and use.


New
Home
Personal
Thank you letter for per...
COME CELEBRATE!
JULIA
IS TURNING
29!
Birthday poster
Thank you letter for per...
Birth announcement for...
CAMPUS BAND BATTLE
CAMPUS BAND BATTLE

- Experiment with choosing one of these new templates and creating a document with it.
- When you have finished experimenting close any documents you have created without saving them.

Manipulating Text

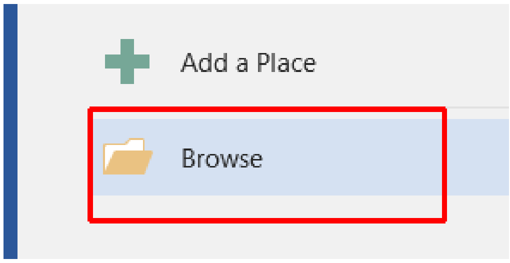
Select, then format

- Remember the general rule when using Microsoft Windows or Windows Applications. Normally you need to select an item first (so that Windows knows what you are interested in), and then format it.

Selecting text

- If necessary, start the Word program.

- Press **Ctrl+O**, which is the keyboard shortcut to open a document.
- This will display the **Open** screen.
- Click on **Computer**.
- Click on the **Browse** button.



- This will display the **Open** dialog box.
- If necessary, change to the **Documents** folder.
- If necessary, scroll down until you can see the **Word 2016 Foundation** folder.
- Double click on the **Word 2016 Foundation** folder, to change to that folder.
- Double click on a file called **Editing** to open that file.

- Click once in the middle of a word within your document. Press the **Shift** key down (and hold it down). Press the **Left arrow key** or **Right arrow key** once. Then let go of the **Shift** key. As you can see you have just selected a character.

- Repeat the last operation using a different word, but this time press the arrow key a few times. This allows you to select more than one character.

- Selecting a word is even easier. Double click on any word within the document. The word is now selected.

- Experiment with selecting to the beginning of a line. To do this click within any line of text. While keeping the **Shift** key pressed, press the **Home** key. Release the **Shift** key.

- Experiment with selecting to the end of a line. To do this click within any line of text. While keeping the **Shift** key pressed, press the **End** key. Release the **Shift** key.

- Experiment with selecting an entire line of text. To do this move the mouse pointer to the left of the line that you wish to select, until the mouse pointer changes from an I bar shape, to an arrow shape pointing upwards and to the right. You are now in the "**Selection Bar**", a special screen area. Click once with the mouse button to select the line.

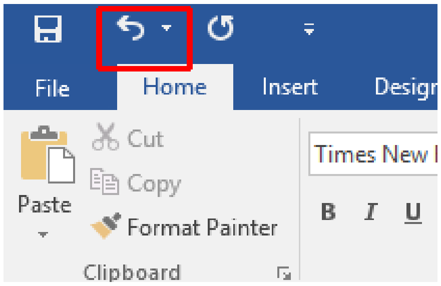
- Experiment with selecting a sentence. To do this, move the mouse pointer within the sentence which you wish to select. Depress the **CTRL** key and then click within the sentence.

- Experiment with selecting a paragraph. To do this triple click within a paragraph.

- Experiment with selecting the entire document. To do this press **Ctrl+A**.

Inserting, deleting, undo and redo

- Click at the very start of the text within the document and then press the **Enter** key twice. This will add some space to the top of the document.
- Type in your full name and then press the **Enter** key twice to insert some space.
- Within the first paragraph click just before the word '**Windows**'. Type in the word '**Microsoft**' and press the **Spacebar**. As you can see inserting a word within a paragraph is easy.
- Select your name at the top of the document and delete it, by pressing the **Delete** key.
- Click on the **Undo** icon and undo this deletion. Your name reappears!



- Click on the **Redo** icon. What happens?

Copying text within a document

- Select the first paragraph. Press **Ctrl+C**. This copies the selected text into the Clipboard.
- Click at the end of the document.
- Press the **Enter** key to insert a space.
- Press **Ctrl+V**. This pastes the text from the Clipboard to the current position of the 'Insertion point'.

TIP: The 'Insertion Point' is indicated by the flashing, vertical cursor.

- Click on the **Undo** icon to reverse this action.

Moving (cutting) text within a document

- Select the first paragraph. Press **Ctrl+X**. This cuts (i.e. moves) the selected text onto the Clipboard.
- Click at the end of the document.
- Press the **Enter** key to insert a space.
- Press **Ctrl+V**. This pastes the text from the Clipboard to the current position of the Insertion point.
- Click on the **Undo** icon to reverse this action.

- Save your changes and close the document.

Microsoft Word 2016 Text Formatting

What is text formatting?

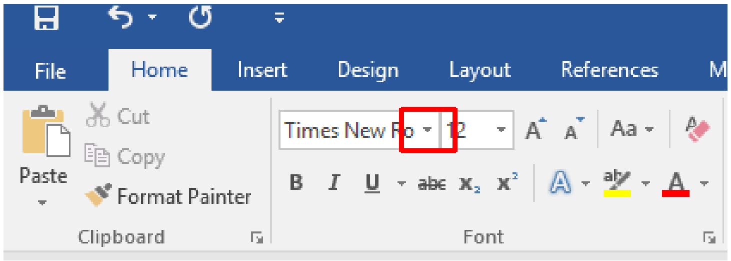
- You can format a document at different levels within Microsoft Word. The most basic level is called text formatting. This relates to formatting characters and words within a document and covers the font type, font size, font color and font attributes such as bold italic or underlining.

Font type

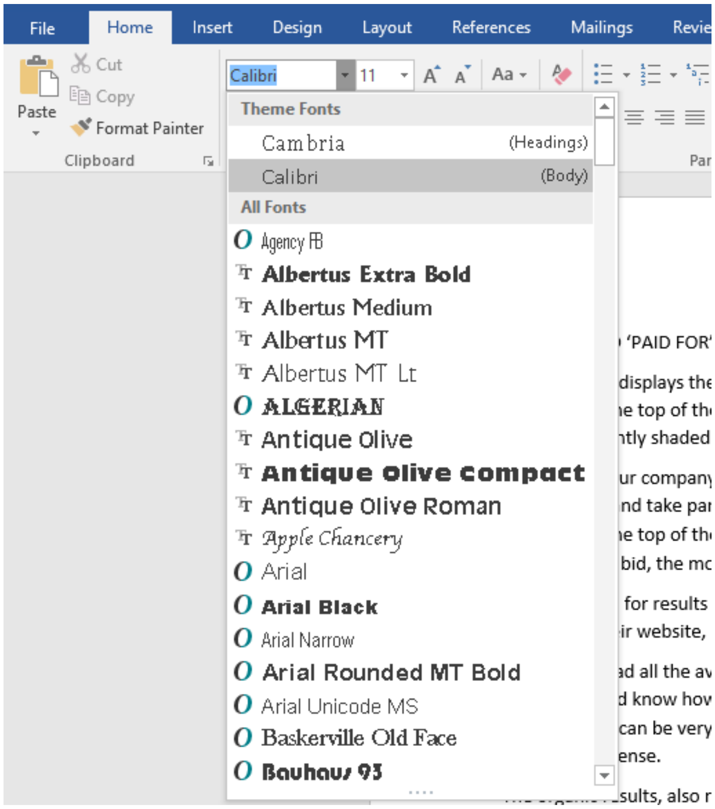
- Open a document called **Text formatting**.

  REMEMBER:

- By default, Microsoft Word 2016 uses a font called **Calibri**.
- Make sure that the **Home** tab is displayed.
- Select the paragraph starting with the text **FONT TYPE** within your document (by quickly clicking three times within the paragraph) and experiment with applying different font types. To do this, make sure that the **Home** tab is selected, then click on the **down arrow**, to the right of the text within the **Font** control.


File
Home
Insert
Design
Layout
References
M
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Aa
B
I
U
abc
Font

- You will be able to select a different font from the drop down list supplied.

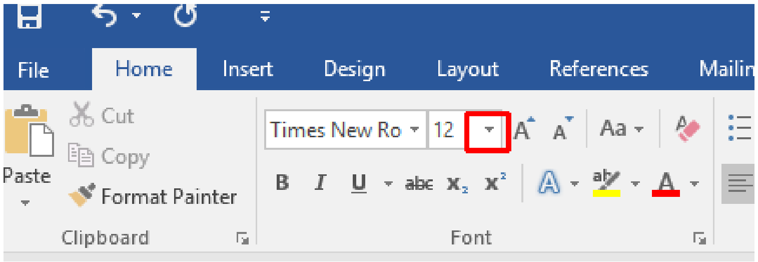

File
Home
Insert
Design
Layout
References
Mailings
Revie
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
11
Aa
Par
Theme Fonts
Cambria (Headings)
Calibri (Body)
All Fonts
Agency FB
Albertus Extra Bold
Albertus Medium
Albertus MT
Albertus MT Lt
ALGERIAN
Antique Olive
Antique Olive Compact
Antique Olive Roman
Apple Chancery
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
Baskerville Old Face
Bauhaus 93

- Experiment with formatting your paragraphs using different fonts. You can also experiment with applying different font types to individual words or sentences.

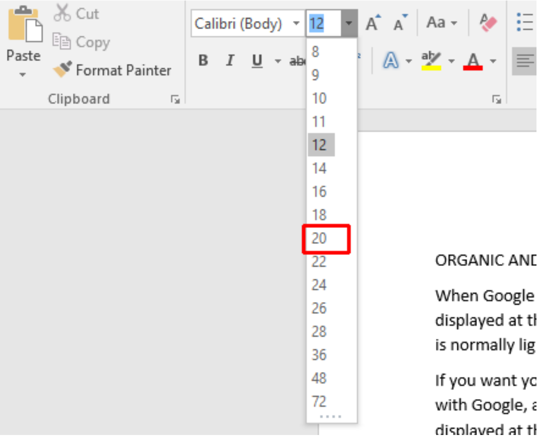
  TIP: This is just an exercise. In real life do not have lots of different fonts all mixed up within a document. It looks cheap and conveys a very bad visual impression!

Font size

- The font size refers to the height of the text. Below 8 pt font size text is almost unreadable, so try and use a font size that is easy to read on the screen and also easy to read when printed.
- Make sure that the **Home** tab is displayed. Select the paragraph starting with **FONT SIZE**. Click on the **down arrow** to the right of the **Font Size** control.

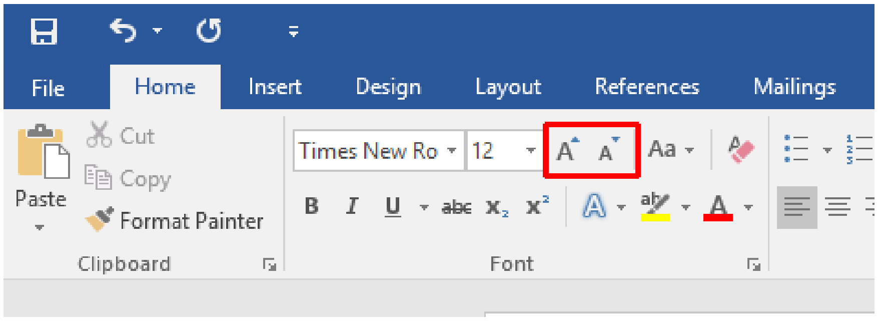

File
Home
Insert
Design
Layout
References
Mailin
Cut
Copy
Paste
Format Painter
Clipboard
Times New Ro
12
Aa
B
I
U
abc
x₂
x²
Font

- This will display a drop down from which you can select the required font size. Set the font size to **20**.


Cut
Copy
Paste
Format Painter
Clipboard
Calibri (Body)
12
8
9
10
11
12
14
16
18
20
22
24
26
28
36
48
72
ORGANIC ANE
When Google
displayed at tl
is normally lig
If you want yc
with Google, a
displayed at tl

Decrease and Increase font size icons

- Experiment with selecting text and then clicking on the **Decrease Font Size** and **Increase Font Size** icons.


File
Home
Insert
Design
Layout
References
Mailings
Cut
Copy
Paste
Format Painter
Clipboard
Times New Ro
12
Aa
Font

Font size keyboard shortcut

- Make sure that the paragraph starting with the text '**FONT SIZE**' is selected. Press down the **Ctrl** key and while keeping the **Ctrl** key pressed down, press the '**closing square brackets**' key **]**. While keeping the **Ctrl** key pressed down, repeatedly press the '**closing square brackets**' key. As you can see, each time you press the **]** key, the text gets bigger.

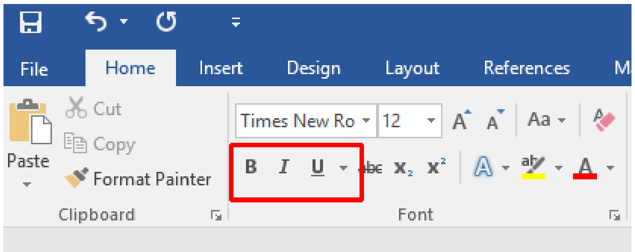
  To make the selected text smaller, use the **Ctrl+[** keys.

Bold, italic and underline

- You can add emphasis to parts of your text by displaying them in Bold, Italic or Underlined, or in a combination of these attributes. Select a word within the paragraph relating to **bold, italic or underline**.

  TIP: To select a word, double click on the word.

- To format the selected word as bold, italic or underlined, click on the icons displayed on the **Home** tab.


File
Home
Insert
Design
Layout
References
M
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Aa
B
I
U
abc
Font

TIP: You can combine these attributes by clicking on the **Bold** icon and then the **Italic** icon.

- To remove this formatting from a word, Select the word and re-click on the **Bold**, **Italic** or **Underline** icon.

- Experiment with applying this formatting to words or entire paragraphs.

Subscript and superscript

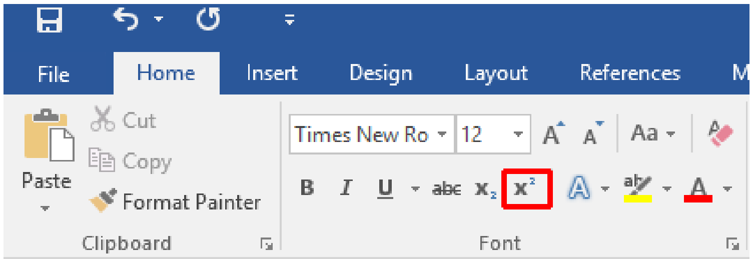
- Sometimes you need to display a character above or below the normal text line. Superscript refers to characters displayed above the normal line. An example would be the famous Einstein equation below.

$$E=MC^2$$

Subscript refers to text displayed below the normal line of text. An example would be the chemical formula for water.

$$H_2O$$

- Within the paragraph relating to subscript and superscript, select the 2 within Einstein's equation. To format this as superscript, click on the **Superscript** icon in the **Font** section of the **Home** tab.


File
Home
Insert
Design
Layout
References
M
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Aa
B
I
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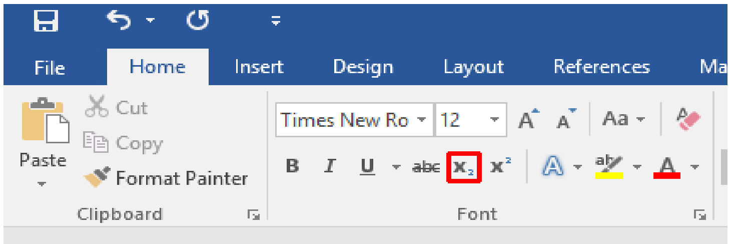
abc
Font

- Select the **2** within the formula for water. To format this as subscript, click on the **Subscript** icon in the **Font** section of the **Home** tab.


File
Home
Insert
Design
Layout
References
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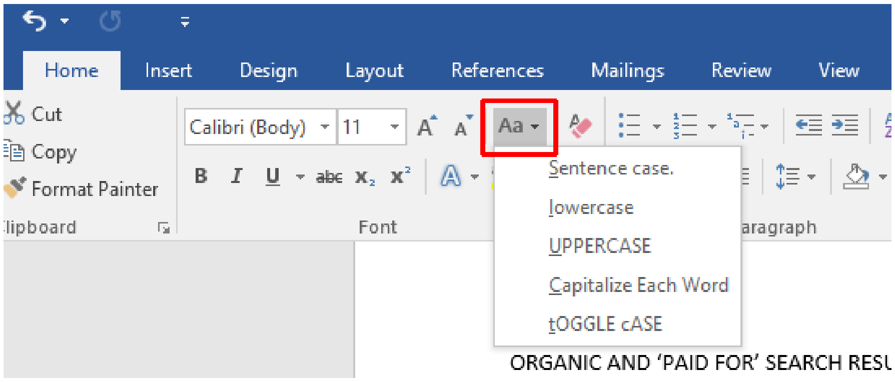
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Aa
Font

Case changing

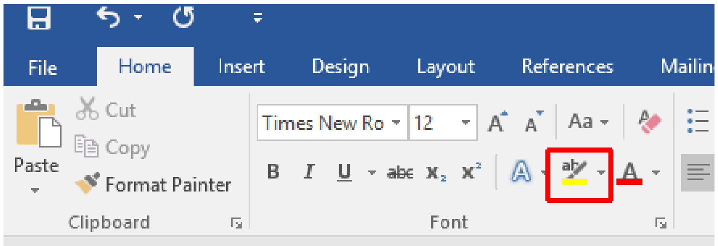
- This feature allows you to select a portion of text and then change the capitalization within that text. For instance, you could select a heading within your document and format it to display as all upper case letters.
- It is also very useful if you have accidentally pressed the **Caps Lock** key and have then typed in text with the capitalized appearing reversed. This feature allows you to correct this mistake without having to delete the text and start again!
- Select the entire paragraph relating to case changing. Within the **Font** section of the **Home** tab click on the **Change Case** icon. This will display a drop down list of options. Click on the **UPPERCASE** command.


Home
Insert
Design
Layout
References
Mailings
Review
View
Cut
Copy
Format Painter
lipboard
Calibri (Body)
11
Aa
Font
Sentence case.
lowercase
UPPERCASE
Capitalize Each Word
tOGGLE cASE
aragraph
ORGANIC AND 'PAID FOR' SEARCH RESU

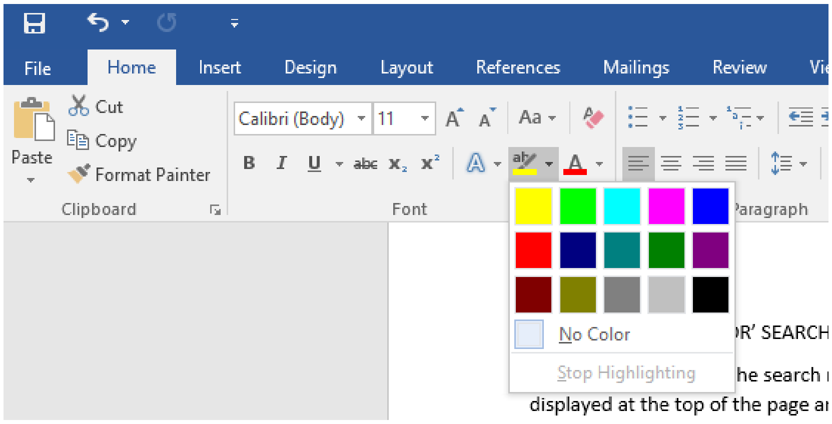
- Experiment with applying the other case change options to this paragraph.

Highlighting

- The highlighting feature is great if you are reviewing a document and is used in the same fashion as you would use a pen highlighter on a printed copy. You can change the highlighting color but if you intend to print the document in black and white, do not use a very dark highlighting color, as you may find the highlighted words are blacked out and unreadable.
- Within the paragraph relating to highlighting, select some text and then click on the **Text Highlight Color** icon (located in the **Font** section of the **Home** tab). This will apply highlighting to the selected text.


File
Home
Insert
Design
Layout
References
Mailin
Cut
Copy
Format Painter
Paste
Clipboard
Times New Ro
12
Font

- To change the highlighting color, click on the **down arrow** to the right of this icon. You can click on one of these colors to change the highlighting color the next time you apply highlighting.


File
Home
Insert
Design
Layout
References
Mailings
Review
Vi
Cut
Copy
Format Painter
Paste
Clipboard
Calibri (Body)
11
Font
aragraph
No Color
Stop Highlighting
R' SEARCH
he search
displayed at the top of the page a

- Select another portion of text and try applying a different highlight color.

  TIP: To remove highlighting from highlighted text, select the text and then click on the **down arrow** to the right of the **Highlight** icon. Select **No Color**.

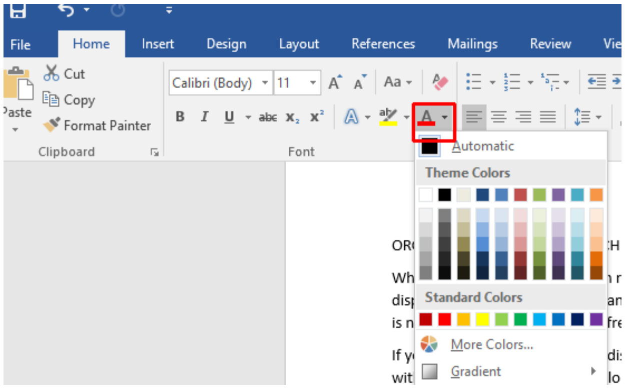
Font color

- You can apply different colors to your text which can add impact to your documents if you are going to print them using a color printer. Do not use too many colors on a single page as this can look messy. The rule with color is that less is good.

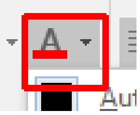
  Be careful when using faint colors which may not show up well when printed.

  Finally consider that some people have various types of color blindness and may not be able to read some colors as others would.

- To change the font color, click on the **down arrow** to the right of the **Font Color** icon. You can click on one of these colors to change the font color the next time you are using the **Font Color** icon.


File
Home
Insert
Design
Layout
References
Mailings
Review
Cut
Copy
Format Painter
Paste
Clipboard
Calibri (Body)
11
Font
Automatic
Theme Colors
Standard Colors
More Colors...
Gradient

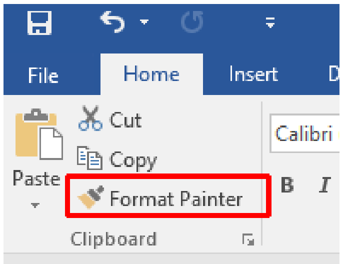
- Within the paragraph relating to Font Color, select some text and then click on the **Font Color** icon. This will apply color to the selected text.



- Experiment with applying different font colors to different words within the paragraph.

Copying text formatting

- This feature allows you to pick up the formatting that has been applied to one portion of text and apply that formatting to another portion of text.
- Click within the paragraph relating to '***Copying text formatting***'. Click on the **Format Painter** icon (displayed on the **Home** tab within the **Clipboard** section).


File
Home
Insert
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
B
I

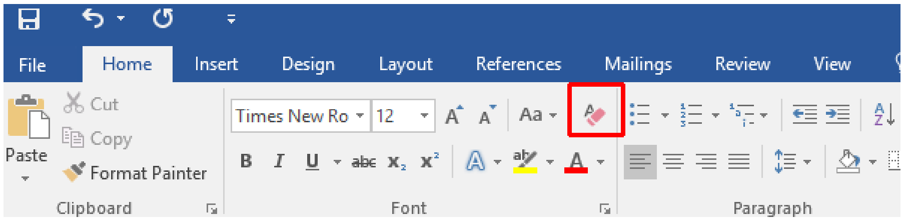
You will notice that the shape of your mouse pointer has changed.

- Move the mouse pointer to the start of a different paragraph within the document and while pressing the mouse key down drag to the end of that paragraph and then release the mouse button. The formatting contained within the original paragraph is now copied to the second paragraph. The mouse pointer now displays its original shape.

TIP: If you double click over a paragraph that you want to copy text formatting from, then the mouse pointer changes shape until you press the **Esc** key. This means that you can copy formatting to more than one portion of text at a time.

Removing formatting

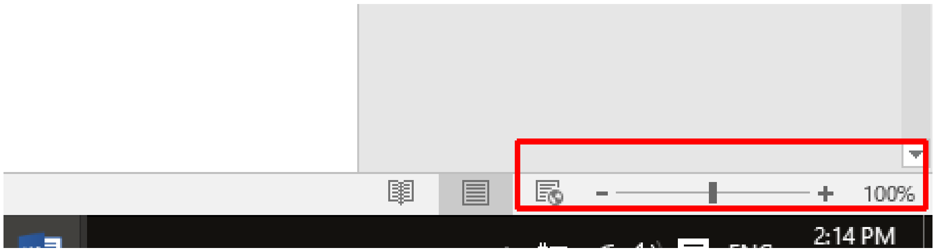
- This feature can be very useful if you get yourself into a mess with your formatting, or if you receive a document from someone else that has been 'over formatted'.
- Select a portion of text and apply formatting such as bold, italic and underlining.
- Click on the **Clear all Formatting** icon. The formatting is removed.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Aa
B
I
U
abc
Font
Paragraph

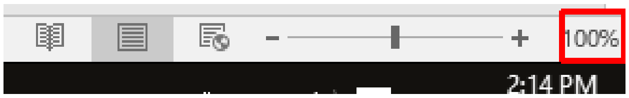
- Save your changes and close the document.

Using Zoom

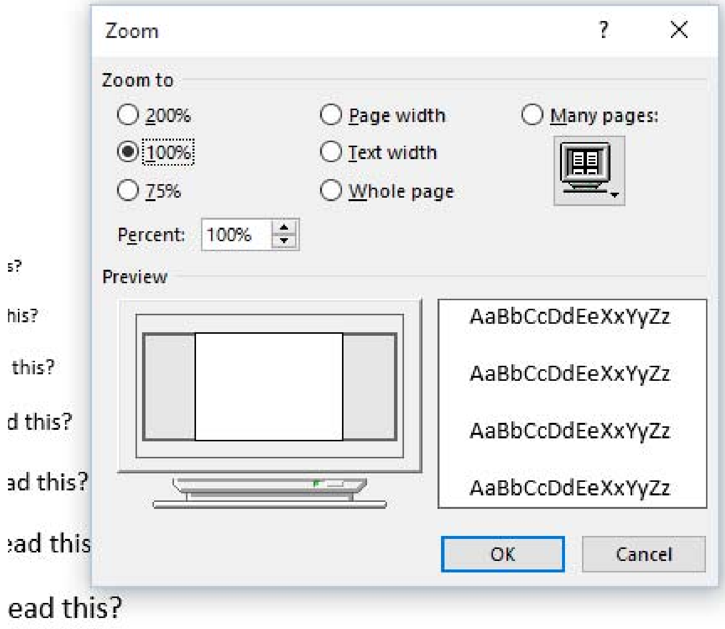
- Open a document called **Zoom**. This document contains some very small text!
- Drag the slider control, displayed at the bottom-right of the document to make the document display the page at a larger zoom level. Experiment.



- You can double click on the **Zoom percentage** number displayed at the bottom-right of the screen.



- This displays the **Zoom** dialog box.



Zoom

Zoom to

○ 200%
● 100%
○ 75%
○ Page width
○ Text width
○ Whole page
○ Many pages:

Percent: 100%

Preview

AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz

- You can use the **Zoom** dialog box to display the page at pre-set zoom levels. You can type a value into the percentage box. As you increase the percentage value, the screen magnifications is increased.

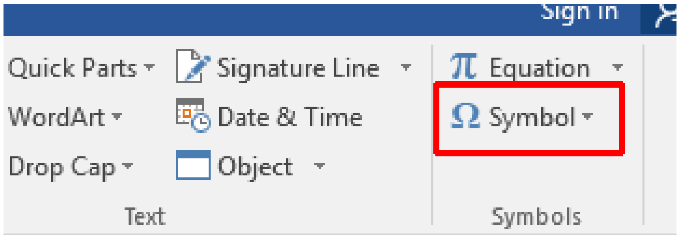
- Experiment with using different zoom levels.
- Reset the zoom level back to **100%.**
- Save any changes you have made and close the document.

Inserting special characters and symbols

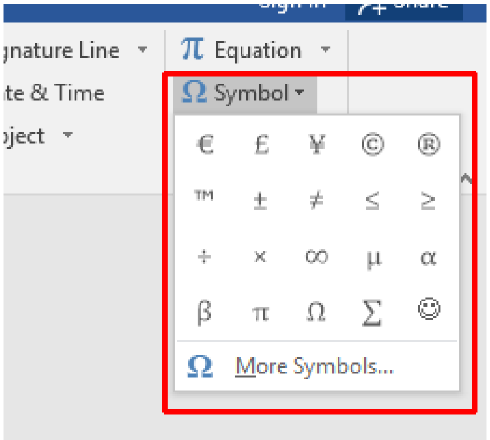
- The keyboard can only contain a limited number of different letters, numbers and other items such as alternative currency symbols and the (@) sign. You can insert many more symbols and special characters if you wish, examples of which include:

© ™ ∑ Ω € ® ¥

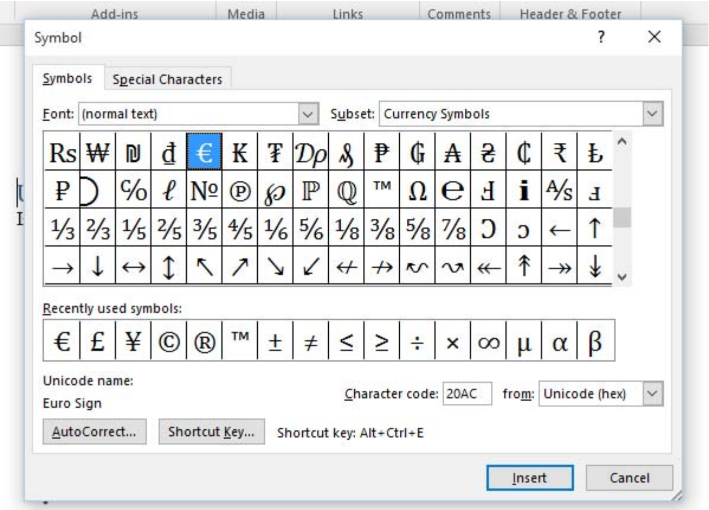
- Open a document called **Symbols**. This document contains a number of symbols and special characters.
- Click to the right of the first symbol,
- Click on the **Insert** tab. You will see the **Symbol** button as illustrated (displayed at the right end of the Ribbon).


Sign in
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols

- Clicking on the **Symbol** command will display a drop down list of symbol options, as illustrated.

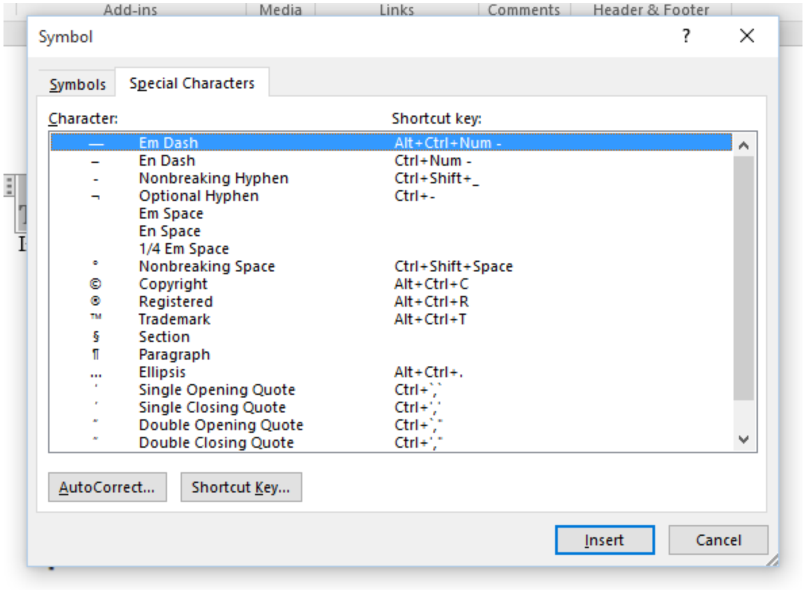

Signature Line
Date & Time
Object
Equation
Symbol
€ £ ¥ © ®
™ ± ≠ ≤ ≥
÷ × ∞ µ α
β π Ω ∑ ☺
More Symbols...

- Clicking on any one of these will insert the symbol that you clicked on (at the Insertion point).
- Clicking on **More Symbols**, will display additional symbols and options, as illustrated.


Add-ins
Media
Links
Comments
Header & Footer
Symbol
?
Symbols
Special Characters
Recently used symbols:
€ £ ¥ © ® ™ ± ≠ ≤ ≥ ÷ × ∞ µ α β
AutoCorrect...
Shortcut Key...
Insert
Cancel

Font: (normal text)
Subset: Currency Symbols
Unicode name:
Euro Sign
Character code: 20AC from: Unicode (hex)
Shortcut key: Alt+Ctrl+E

- If you click on the **Special Characters** tab within this dialog box, you will see a list of special characters. As you can see, many of these special symbols have a shortcut key displayed to the right of the special character, within the dialog box. These can be useful if you need to insert a special character on a regular basis.


Add-ins
Media
Links
Comments
Header & Footer
Symbol
?
Symbols
Special Characters
AutoCorrect...
Shortcut Key...
Insert
Cancel

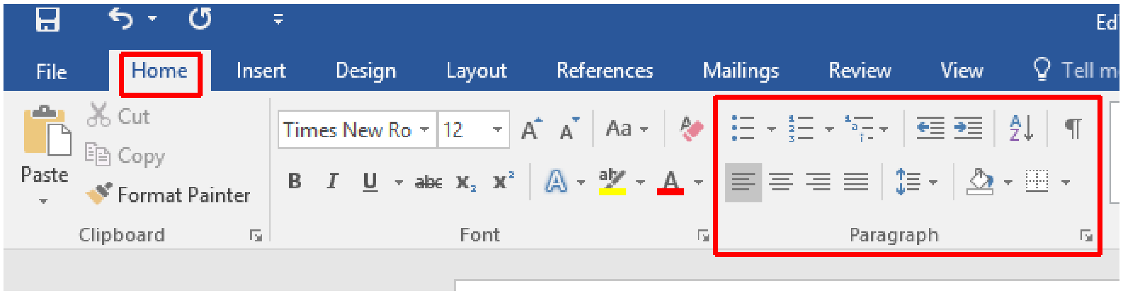
Character:		Shortcut key:
—	Em Dash	Alt+Ctrl+Num -
–	En Dash	Ctrl+Num -
-	Nonbreaking Hyphen	Ctrl+Shift+_
¬	Optional Hyphen	Ctrl+-
	Em Space	
	En Space	
	1/4 Em Space	
°	Nonbreaking Space	Ctrl+Shift+Space
©	Copyright	Alt+Ctrl+C
®	Registered	Alt+Ctrl+R
™	Trademark	Alt+Ctrl+T
§	Section	
¶	Paragraph	
…	Ellipsis	Alt+Ctrl+.
‘	Single Opening Quote	Ctrl+`,`
’	Single Closing Quote	Ctrl+','
“	Double Opening Quote	Ctrl+`,"
”	Double Closing Quote	Ctrl+',"

- Work through the exercises contained within the **Symbols** document. When you have finished, save your changes and close the document.

Microsoft Word 2016 Paragraph Formatting

What is paragraph formatting?

- Paragraph formatting includes items such as alignment and indenting as well as numbering and bulleting of lists. If you click on the **Home** tab, you will see a **Paragraph** section within the **Ribbon**.


Ed
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell m
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Aa
B
I
U
Font
Paragraph

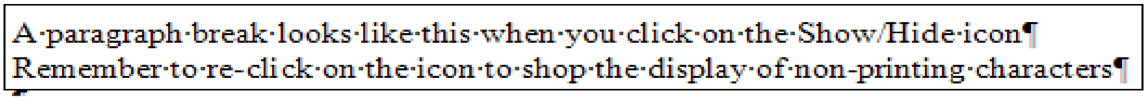
TIP: To select a paragraph **triple click** within the paragraph.

Paragraph marks

- To insert a paragraph mark, press the **Enter** key. This inserts a single paragraph mark. Often you will insert two paragraph marks to end one paragraph and insert a space on the screen before starting the next paragraph mark.
- To remove a paragraph mark, click at the end of a paragraph and press the **Del** (**Delete**) key.

TIP: To see a paragraph mark, click on the **Show/Hide** icon and you will see the paragraph break as illustrated below. This makes it easier to identify and then remove the paragraph break.

¶


A·paragraph·break·looks·like·this·when·you·click·on·the·Show/Hide·icon¶
Remember·to·re-click·on·the·icon·to·shop·the·display·of·non-printing·characters¶

- Open a document called **Paragraph Formatting**.
- Click on the **Show/Hide** icon and you will be able to see the paragraph marks within the document. Click at the end of a paragraph and press the **Enter** key. You will see a new paragraph mark displayed. Press the **Backspace** key to delete this paragraph mark.

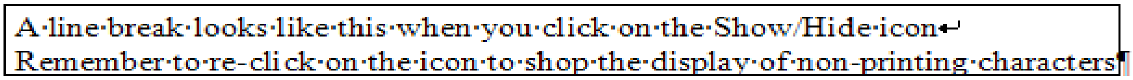
Soft paragraph (line break) marks

- When you press the **Enter** key you insert a paragraph mark. If you press the **Shift+Enter** keys you insert a soft paragraph mark, which is also known as a line break.

  The visual effect is often the same, but when you insert a line break, then the text after the line break (up to the next paragraph mark) will be treated as a single paragraph. Click on the **Show/Hide** icon and you will be able to see the soft paragraph marks within the document. Re-click on the icon and you will no longer see the soft paragraph marks.

- To remove a soft paragraph mark, click at the end of a line break and press the **Del** (**Delete**) key.

  TIP: To see the line break, click on the **Show/Hide** icon and you will see the line break as illustrated below. This makes it easier to identify and then remove the line break.



A·line·break·looks·like·this·when·you·click·on·the·Show/Hide·icon↵
Remember·to·re-click·on·the·icon·to·shop·the·display·of·non-printing·characters¶

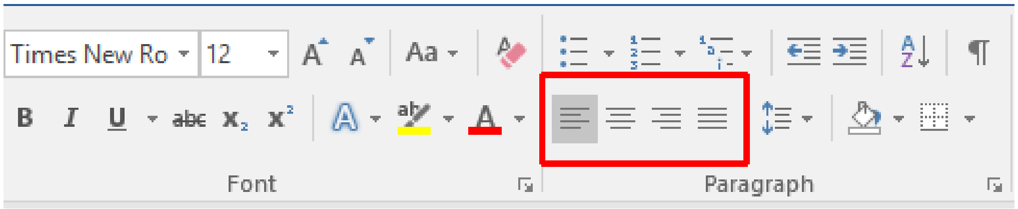
- Click at the end of a sentence within a paragraph. Insert a soft paragraph line break. Insert another soft paragraph line break and notice that this type of mark looks different from a paragraph mark. Delete the two soft paragraph line breaks.
- Click on the **Show/Hide** icon so that the marks are no longer visible.

Recommended techniques for aligning and indenting text

- Text can be aligned to the left or to the right. It can also be centered or justified. If you justify text, Microsoft Word inserts extra spaces into the lines of text so that the left and right edges of the text line up vertically, you do not see a ragged edge down the right side of the text.
- When aligning text use the tools that are built into Microsoft Word. For instance, if you wish to center a paragraph, as we shall see you could click within the paragraph and then click on the **Center** icon. You should not insert spaces or tab stops and try and line up paragraphs visually.
- The same advice applies to indenting. There are indent icons you can use.

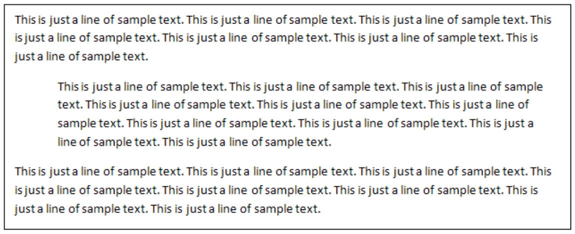
Aligning text

- Click within a paragraph. Experiment with using the alignment icons displayed within the **Home** tab.



Indenting paragraphs

- It is easy to indent a paragraph. You would normally indent a paragraph from the left by a specified amount, but you can also indent from the right. You may wish to format your text using hanging indents, as illustrated below.

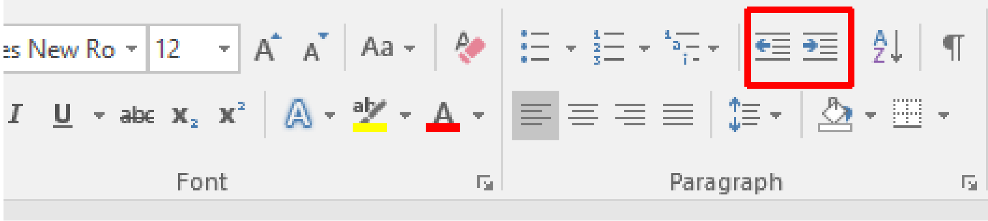


This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text.

This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text.

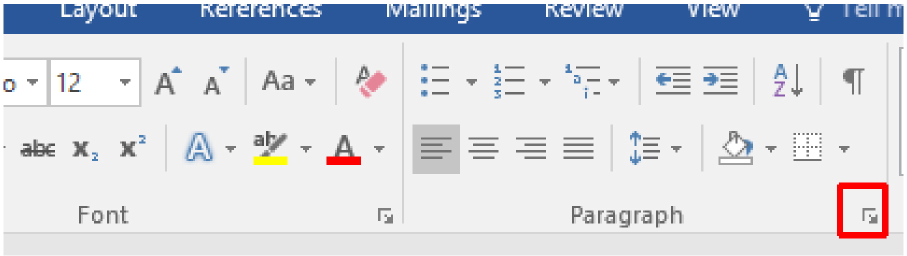
This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text. This is just a line of sample text.

- Click within a paragraph that is aligned to the left. Experiment with using the **Increase Indent** and the **Decrease Indent** icons displayed within the **Home** tab.

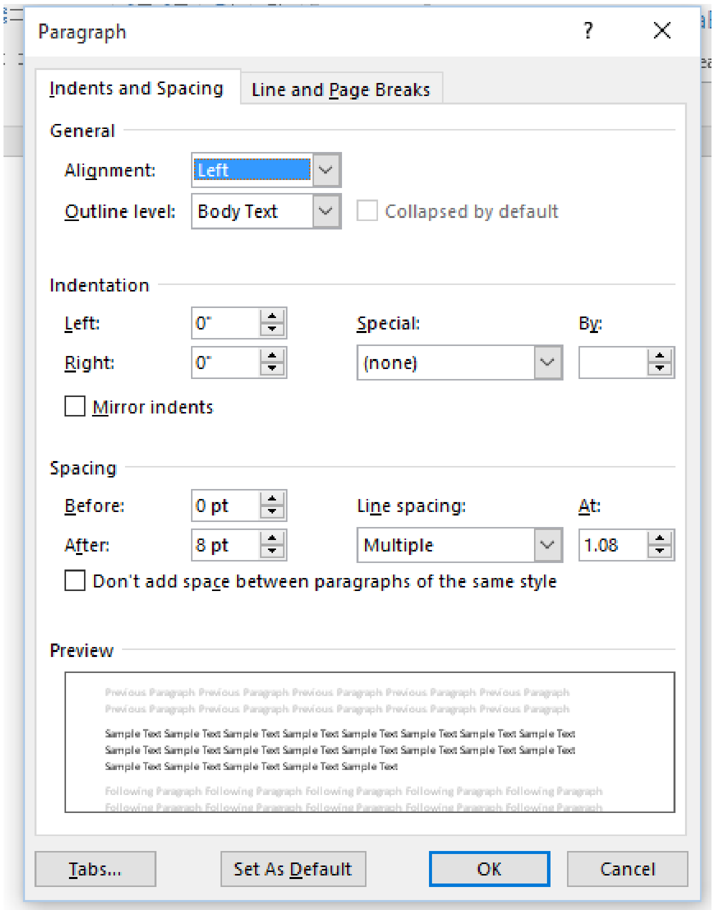


TIP: Each time you click on the **Increase Indent** icon; the paragraph is indented further to the right.

- Click within another paragraph that is aligned to the left. Click on the **Paragraph Dialog Box Launcher**.



This will display the **Paragraph** dialog box.


Paragraph
?
Indents and Spacing
Line and Page Breaks
General
Indentation
Spacing
Preview
Tabs...
Set As Default
OK
Cancel

Alignment: Left

Outline level: Body Text

☐ Collapsed by default

Left: 0"

Right: 0"

Special: (none)

By:

☐ Mirror indents

Before: 0 pt

After: 8 pt

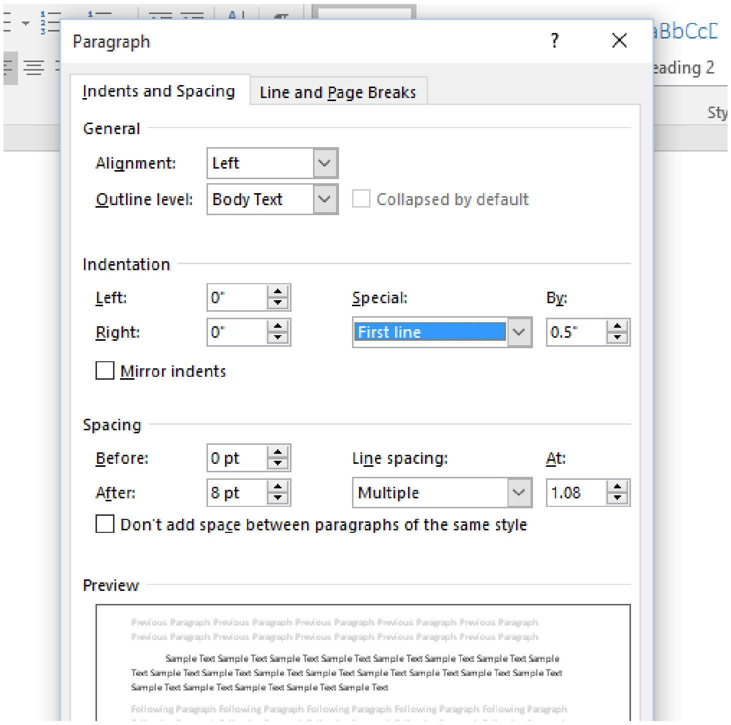
Line spacing: Multiple

At: 1.08

☐ Don't add space between paragraphs of the same style

You can use this dialog box to set exact left or right indents. Experiment with setting both left and right indents for this paragraph.

- Use the **Undo** icon to reverse these left and right indents. Click on the **down arrow** next to the **Special** section of the dialog box. Select **First Line**.


Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Left

Outline level: Body Text

☐ Collapsed by default

Indentation

Left: 0"

Right: 0"

Special: First line

By: 0.5"

☐ Mirror indents

Spacing

Before: 0 pt

After: 8 pt

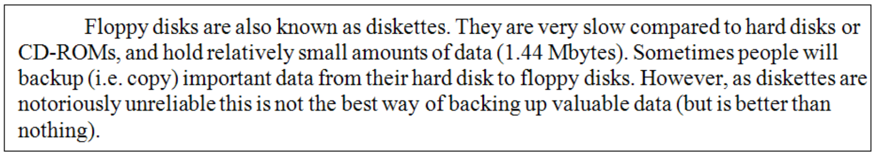
Line spacing: Multiple

At: 1.08

☐ Don't add space between paragraphs of the same style

Preview

Your paragraph will now look something like this. The first line is indented, while the rest of the paragraph is not indented.

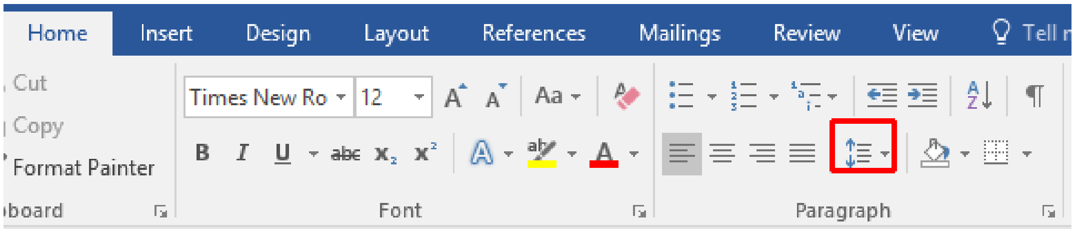

Floppy disks are also known as diskettes. They are very slow compared to hard disks or CD-ROMs, and hold relatively small amounts of data (1.44 Mbytes). Sometimes people will backup (i.e. copy) important data from their hard disk to floppy disks. However, as diskettes are notoriously unreliable this is not the best way of backing up valuable data (but is better than nothing).

Applying single or double line spacing within paragraphs

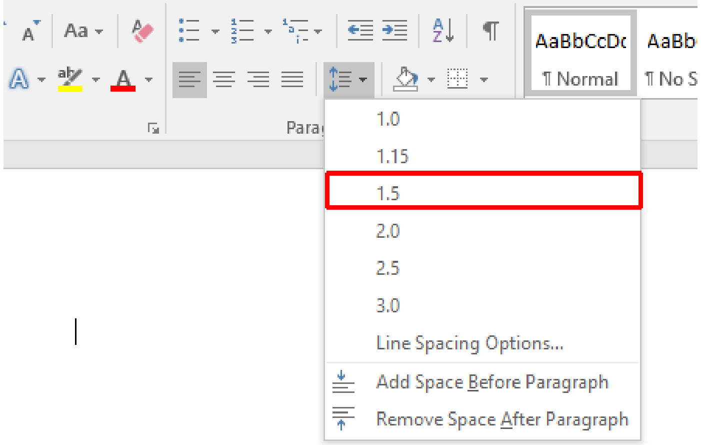
- Within a paragraph you can adjust the spacing between the lines of that paragraph.

  NOTE: Do not confuse adjusting line spacing within a paragraph with adjusting the spacing between each paragraph.

- Click within a paragraph. On the **Home** tab, within the **Paragraph** section, click on the **Line and Paragraph Spacing** icon.



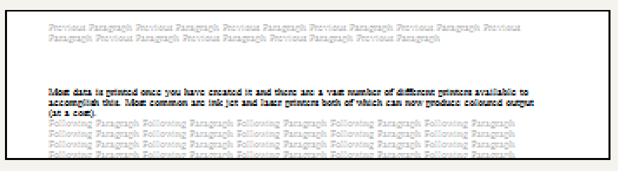
This will display a drop down list, from which you can select line spacing options.


AaBbCcDc
¶ Normal
AaBb
¶ No S
Para
1.0
1.15
1.5
2.0
2.5
3.0
Line Spacing Options...
Add Space Before Paragraph
Remove Space After Paragraph

- Select **1.5** and look at what happens to the formatting of your paragraph.

Applying spacing above or below paragraphs

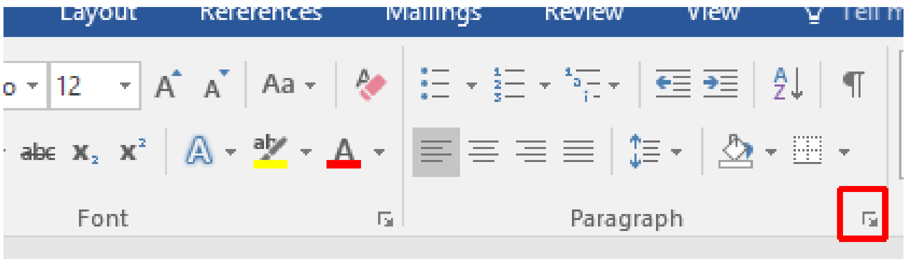
- You can adjust the spacing between your paragraphs. This can sometimes make long documents clearer, or can be used to bring attention to certain paragraphs within a document. In the example below we have increased the spacing before a paragraph.



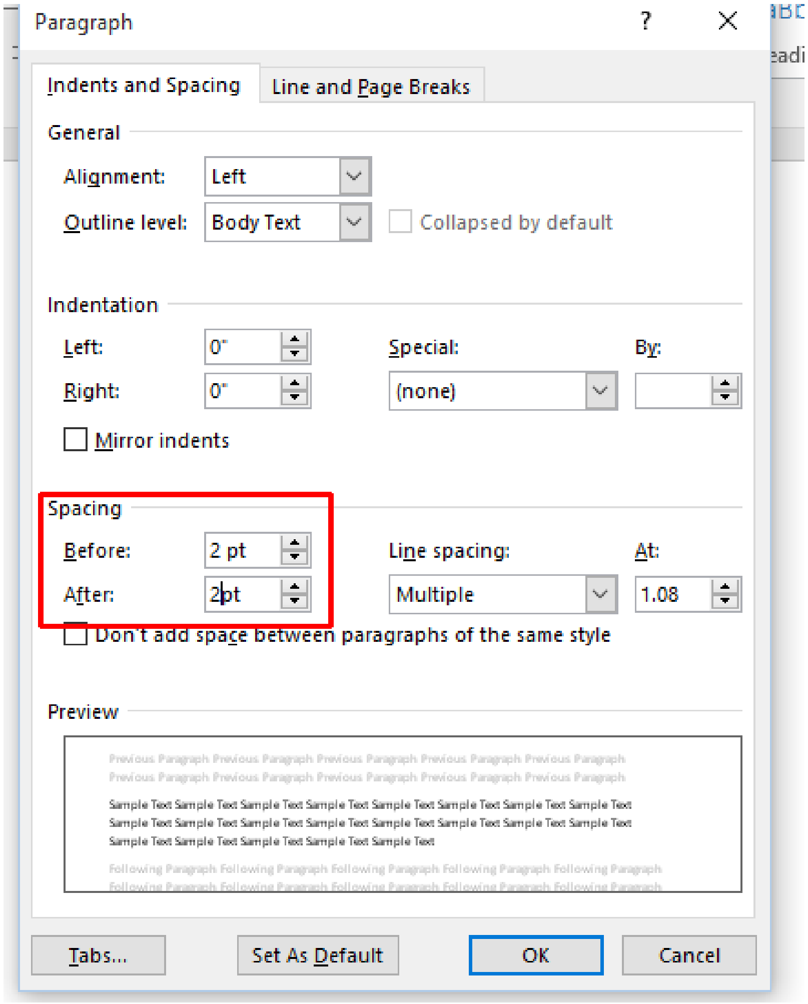
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Most data is printed once you have created it and there are a vast number of different printers available to accomplish this. Most common are ink jet and laser printers both of which can now produce coloured output (at a cost).
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

- Select a paragraph within your document. Within the paragraph section of the **Home** tab, click on the **Paragraph Dialog Box Launcher**.


Layout
References
Mailings
Review
View
Tell m
12
Aa
Font
Paragraph

- Within the **Spacing** section of the **Paragraph** dialog box, use the **Before and After** control to set the space that will be inserted before and after the paragraph. Experiment with inserting different amounts of spacing and look at the effect.



Paragraph

Indents and Spacing

General

Alignment: Left

Outline level: Body Text

☐ Collapsed by default

Indentation

Left: 0"

Right: 0"

Special: (none)

By:

☐ Mirror indents

Spacing

Before: 2 pt

After: 2 pt

Line spacing: Multiple

At: 1.08

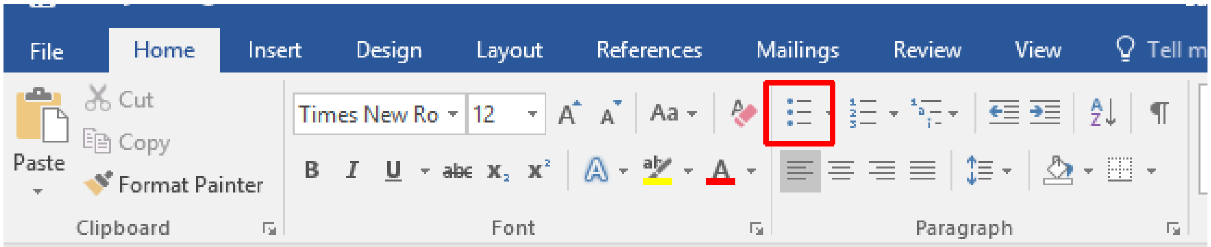
☐ Don't add space between paragraphs of the same style

Using paragraph spacing rather than using the Return key

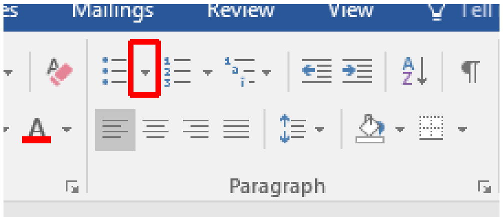
- It is considered better practice to use Word templates with fairly large pre-set paragraph spacing. This means there is less need to press the **Return** key to insert visual spacing between each paragraph.

Applying bullets to a list

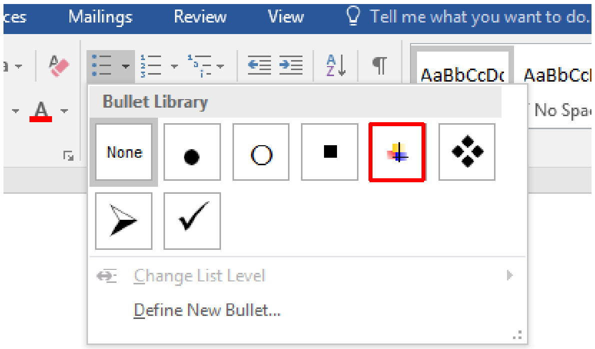
- You can easily format a list to display using bullet points. Scroll down your document and you will find a list of first names. Select the list of first names by clicking in front of the first name and then while pressing the mouse button, drag the mouse pointer to the end of the last name in the list.
- Click on the **Bullets** icon (located within the **Paragraph** section of the **Home** tab). The list will then be displayed as a bulleted list.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell m
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Font
Paragraph

TIP: If you have time, click on the **down arrow** to the right of the bullets icon.

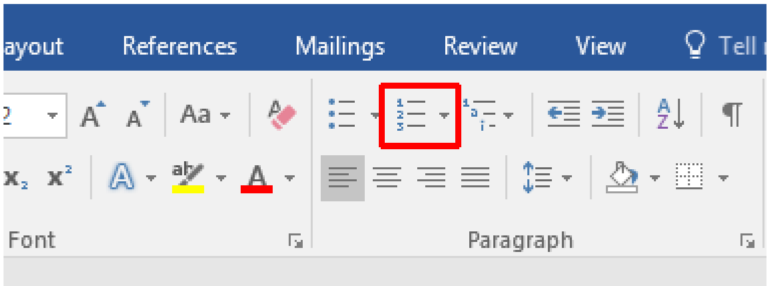

Mailings
Review
View
Tell
Paragraph

- This will display a drop down menu allowing you to use different types of bullets.


Mailings
Review
View
Tell me what you want to do.
AaBbCcDc
AaBbCcI
No Spa
Bullet Library
None
Change List Level
Define New Bullet...

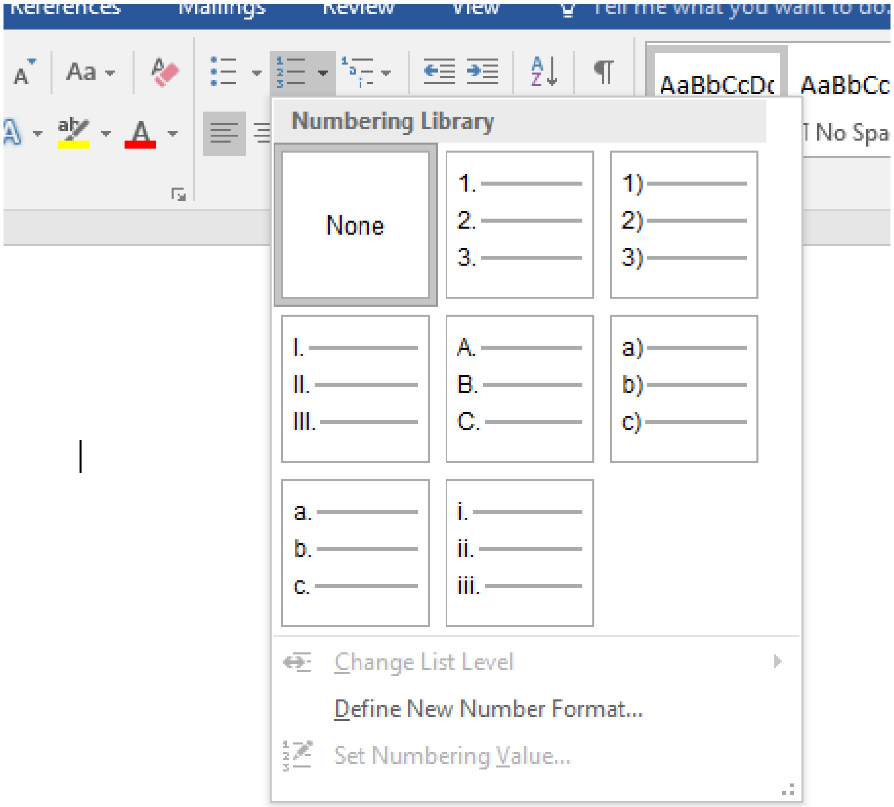
Applying numbering to a list

- Microsoft Word can automatically number a list for you. Select the list of second names.
- Click on the **Numbering** icon (located within the **Paragraph** section of the **Home** tab). The list will then be displayed as a numbered list.


ayout
References
Mailings
Review
View
Tell
Font
Paragraph

TIP: If you have time, click on the **down arrow** to the right of the numbering icon.

This will display a drop down menu allowing you to use different types of numbering styles.

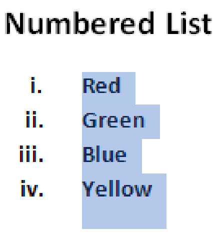

References
Mailings
Review
View
Tell me what you want to do
AaBbCcDc
AaBbCc
No Spa
Numbering Library
None
1. 2. 3.
1) 2) 3)
I. II. III.
A. B. C.
a) b) c)
a. b. c.
i. ii. iii.
Change List Level
Define New Number Format...
Set Numbering Value...

NOTE: If you add a name to the end of your list it will automatically be assigned the next sequential number. If you delete a name within the list, then the whole list will be automatically renumbered. Experiment with adding and deleting items within the list.

- Save your changes and close the document.

Modifying bullet and numbering formatting

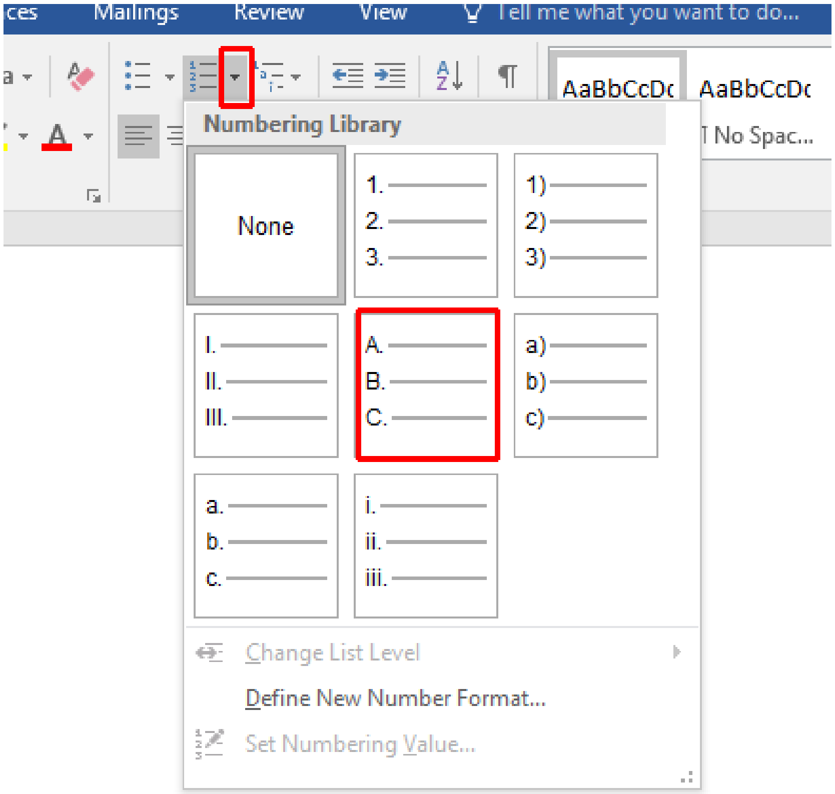
- Open a document called Modifying bullet and numbering.
- Select the items within the numbered list as illustrated.



Numbered List

i. Red
ii. Green
iii. Blue
iv. Yellow

- Click on the down arrow to the right of the **Numbering** icon. Select a different numbering format, as illustrated.

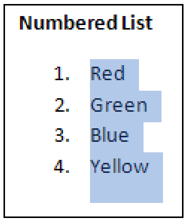

ces
Mailings
Review
View
Tell me what you want to do...
AaBbCcDc
AaBbCcDc
No Spac...
Numbering Library
None
1. 2. 3.
1) 2) 3)
I. II. III.
A. B. C.
a) b) c)
a. b. c.
i. ii. iii.
Change List Level
Define New Number Format...
Set Numbering Value...

- Use the same technique to modify the bullet formatting, but this time click on the **down arrow** to the right of the **Bullet** icon.

- Save your changes and close the document.

Removing bullet or numbering formatting

- Open a document called Removing bullets and numbering.
- Select the items within the numbered list as illustrated.

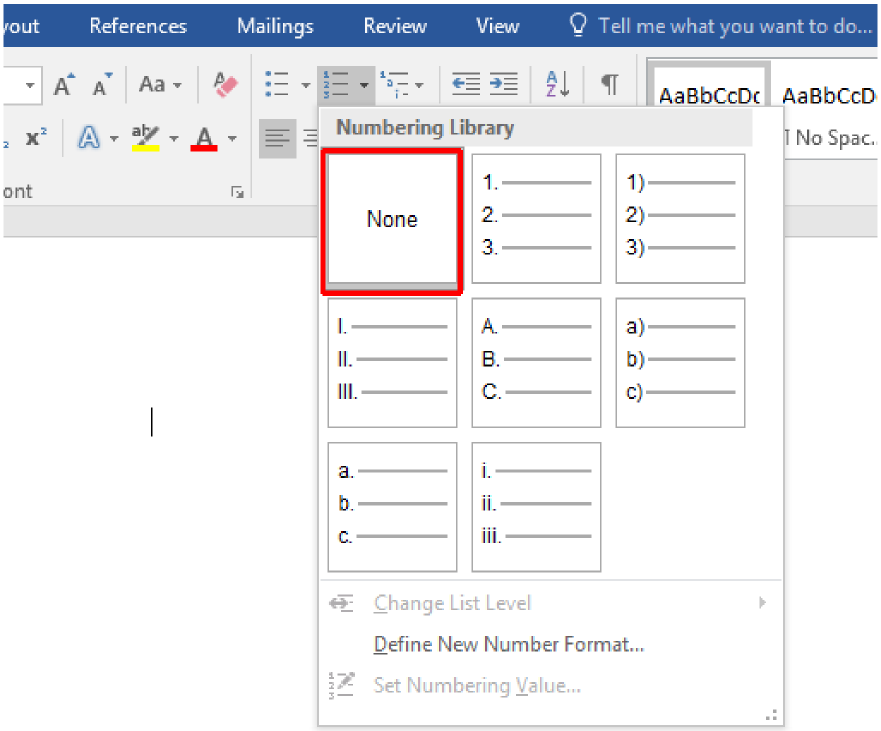


Numbered List

1. Red
2. Green
3. Blue
4. Yellow

- Click on the **Numbering** icon to remove the numbering formatting.

  NOTE: You can also click on the **down arrow** to the right of the **Numbering** icon and from the drop down menu displayed, click on **None**.


yout
References
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Review
View
Tell me what you want to do...
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AaBbCcDc
AaBbCcD
No Spac...
ont
Numbering Library
None
1.
2.
3.
1)
2)
3)
I.
II.
III.
A.
B.
C.
a)
b)
c)
a.
b.
c.
i.
ii.
iii.
Change List Level
Define New Number Format...
Set Numbering Value...

- Select the bulleted items within the document and click on the **Bullets** icon to remove the bullet formatting.

  NOTE: You can also click on the **down arrow** to the right of the **Bullets** icon and from the drop down menu displayed, click on **None**.

- Save your changes and close the document.

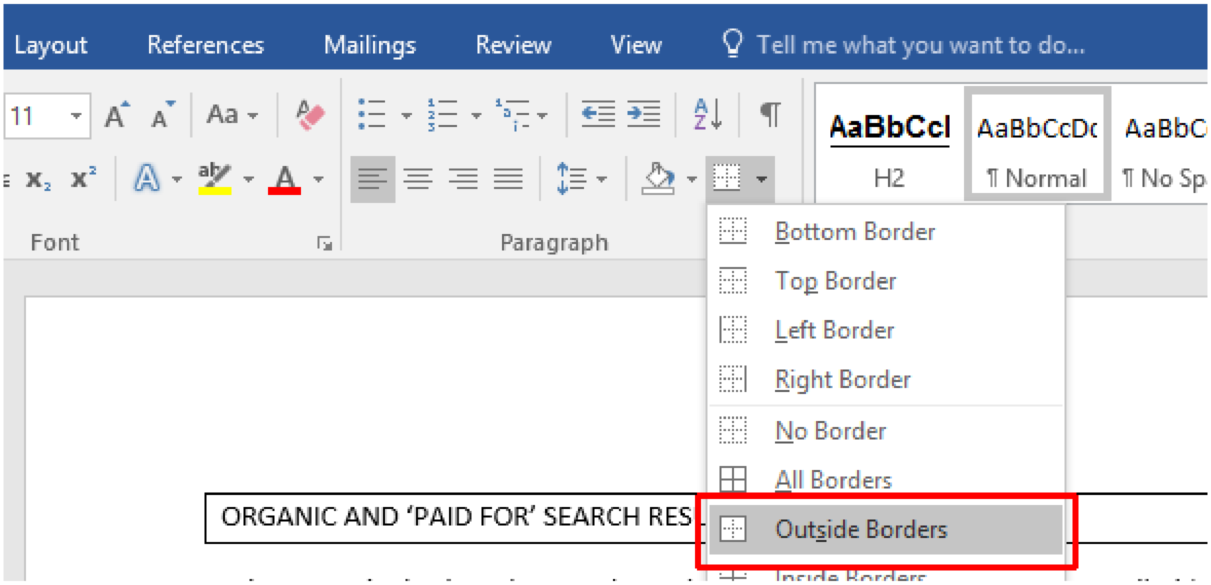
Borders and shading within Microsoft Word 2016

Using borders and shading

- You can display a border around a paragraph to add more impact to that paragraph. You can also add shading. To emphasize a paragraph, you could reverse the normal color display, so that text within that paragraph is displayed as white text on a black background.

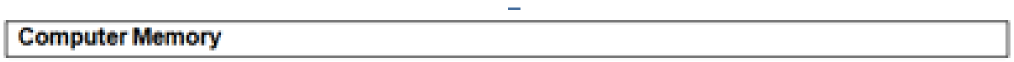
Adding a border

- Open a document called **Borders and shading**.
- Click within the header (containing the words **Computer Memory**).
- Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Border** icon. This will display a drop down list from which you can select the type of border you wish to apply. In this case select the **Outside Borders** command.


Layout
References
Mailings
Review
View
Tell me what you want to do...
11
Aa
Font
Paragraph
AaBbCcl
H2
AaBbCcDc
¶ Normal
AaBbC
¶ No Sp
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders

ORGANIC AND 'PAID FOR' SEARCH RES

A border will be applied around this paragraph.

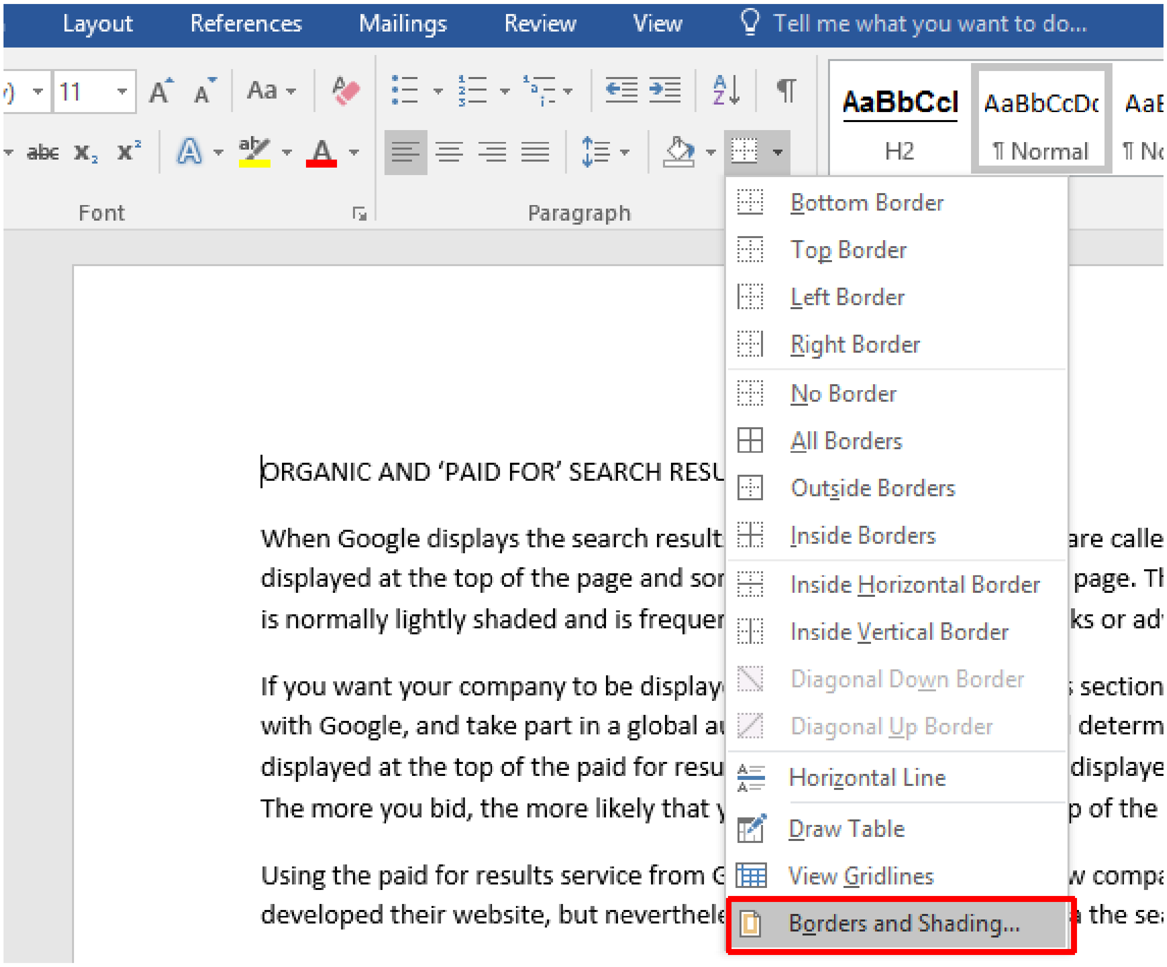


Computer Memory

- Click within the next paragraph. Apply a bottom border to this paragraph. Click on the **Undo** icon to remove this border. Experiment with applying some of the other border types (after each change click on the **Undo** icon).

Modifying borders

- Click within a paragraph which does not have a border applied to it. Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Border** icon. From the list displayed, select the **Borders and Shading** command.


Layout
References
Mailings
Review
View
Tell me what you want to do...
11
Aa
AaBbCcI
H2
AaBbCcDc
¶ Normal
AaB
¶ No
Font
Paragraph
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Inside Borders
Inside Horizontal Border
Inside Vertical Border
Diagonal Down Border
Diagonal Up Border
Horizontal Line
Draw Table
View Gridlines
Borders and Shading...

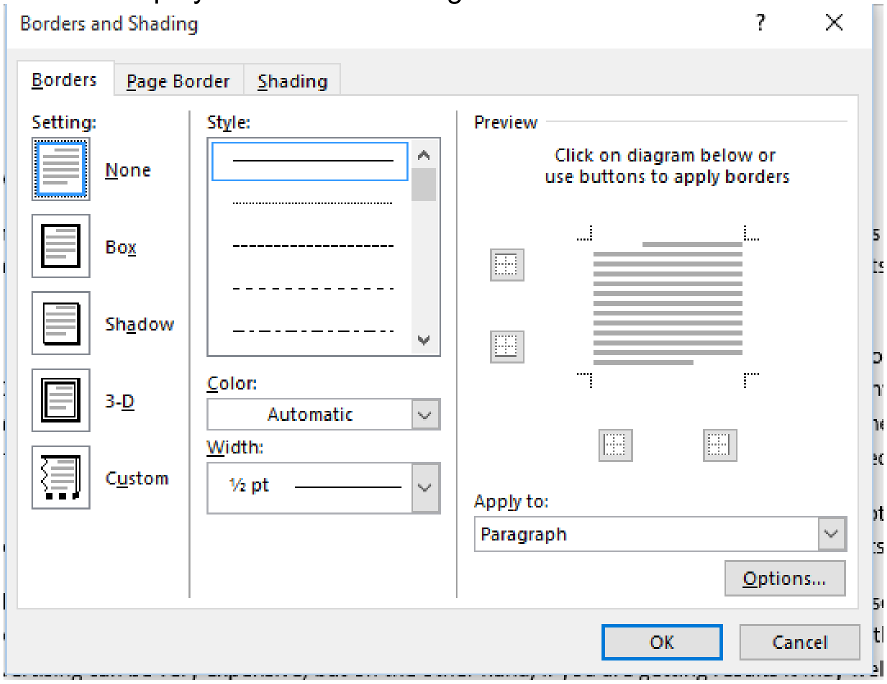
ORGANIC AND 'PAID FOR' SEARCH RESU

When Google displays the search result … are calle
displayed at the top of the page and sor … page. Th
is normally lightly shaded and is frequer … ks or adv

If you want your company to be display … section
with Google, and take part in a global au … determ
displayed at the top of the paid for resu … displaye
The more you bid, the more likely that y … p of the

Using the paid for results service from G … w compa
developed their website, but neverthele … the sea

- This will display the **Borders** dialog box.


Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Width:
Preview
Apply to:
Options...
OK
Cancel

Click on diagram below or use buttons to apply borders

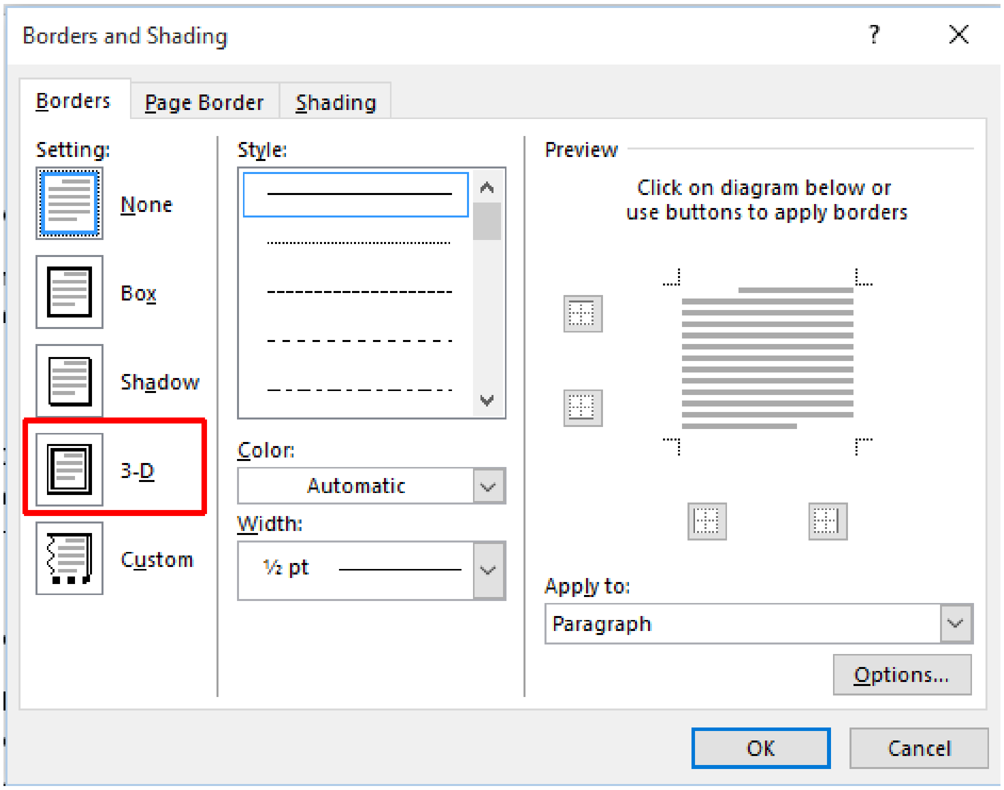
Color: Automatic

Width: ½ pt

Apply to: Paragraph

You can use this dialog box to change the shading setting, style, color and width.

- From the **Setting** section of the dialog select the **3-D**.

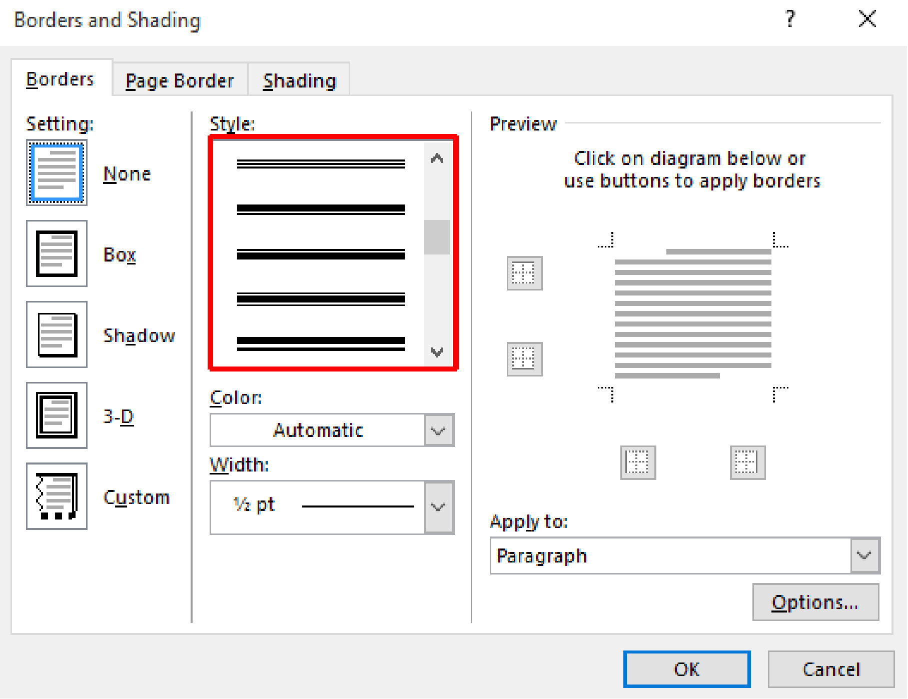

Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
Click on diagram below or use buttons to apply borders
Options...
OK
Cancel

Color: Automatic

Width: ½ pt

Apply to: Paragraph

- Use the **Style** section of the dialog to select a different border style.

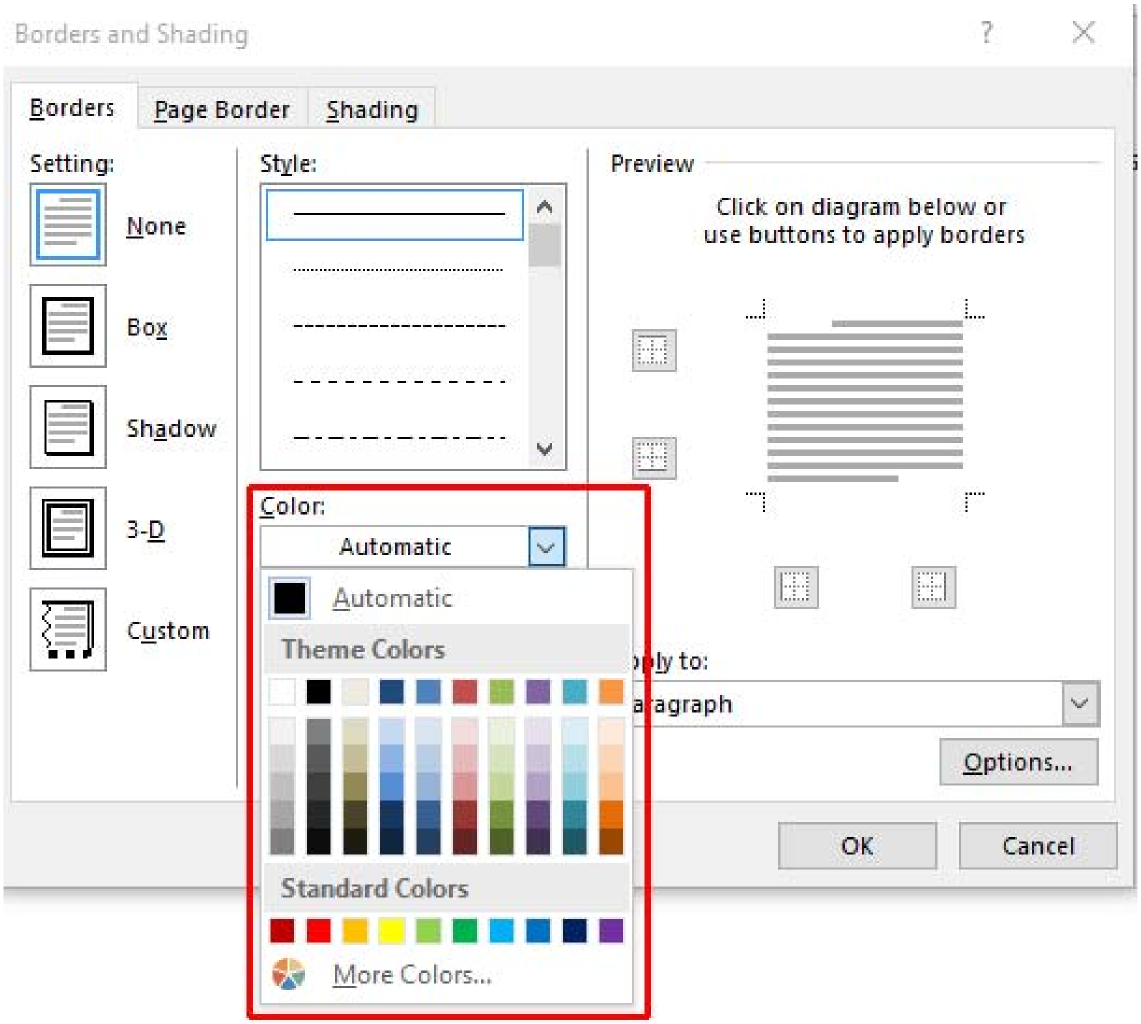

Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
Click on diagram below or use buttons to apply borders
Options...
OK
Cancel

Color: Automatic

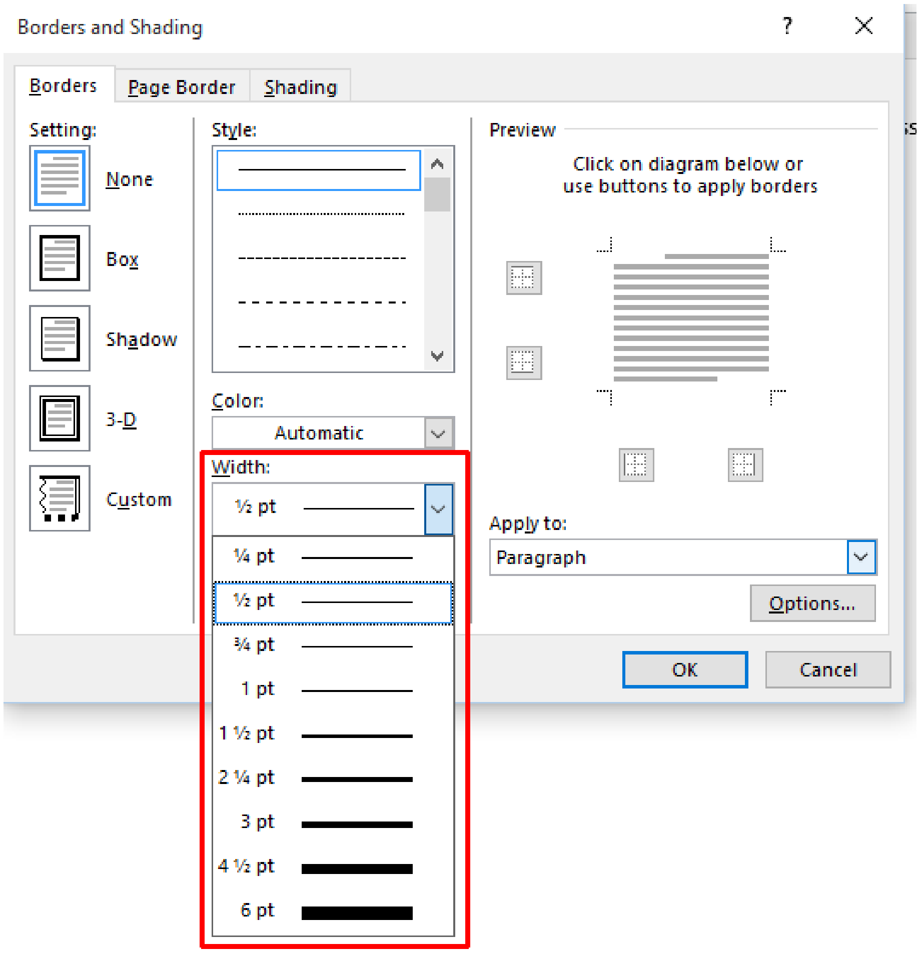
Width: ½ pt

Apply to: Paragraph

- Click on the **down arrow** to the right of the **Color** section to display a list of colors. Select a color.


Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Color:
Automatic
Automatic
Theme Colors
Standard Colors
More Colors...
Preview
Click on diagram below or use buttons to apply borders
Apply to:
Paragraph
Options...
OK
Cancel

- Click on the **down arrow** to the right of the **Width** section to display a list of widths. Select a width.



Click on diagram below or use buttons to apply borders

Color: Automatic

Width: ½ pt

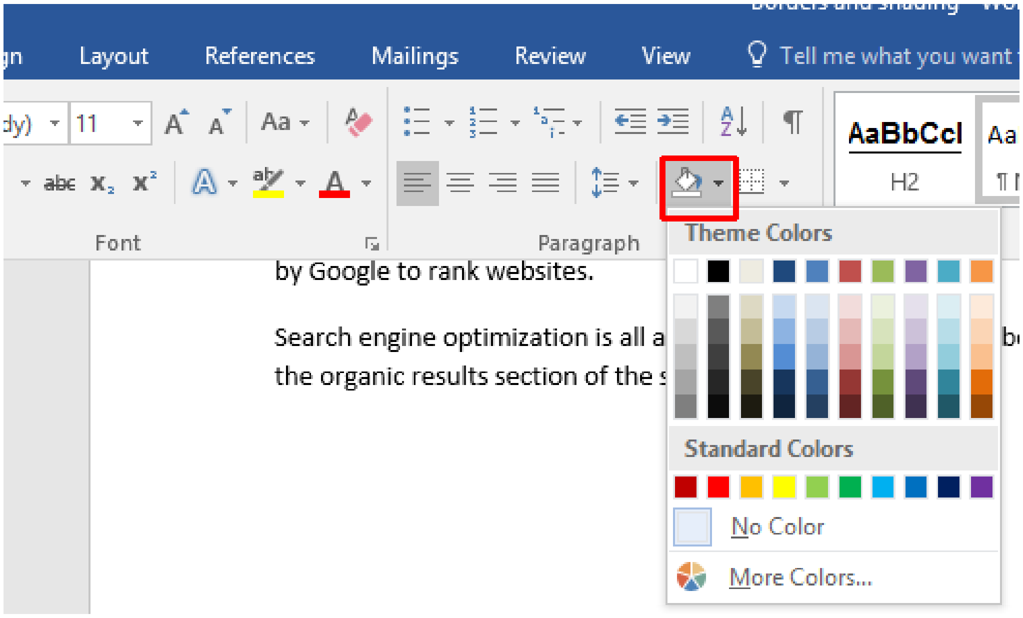
Apply to: Paragraph

Borders and Shading
?
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
¼ pt
½ pt
¾ pt
1 pt
1 ½ pt
2 ¼ pt
3 pt
4 ½ pt
6 pt
Options...
OK
Cancel

- Click on the **OK** button to close the dialog box and apply the border.

Adding shading

- Click within a paragraph.
- Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Shading** icon. This will display a drop down list from which you can select the color of the shading you wish to apply.



by Google to rank websites.

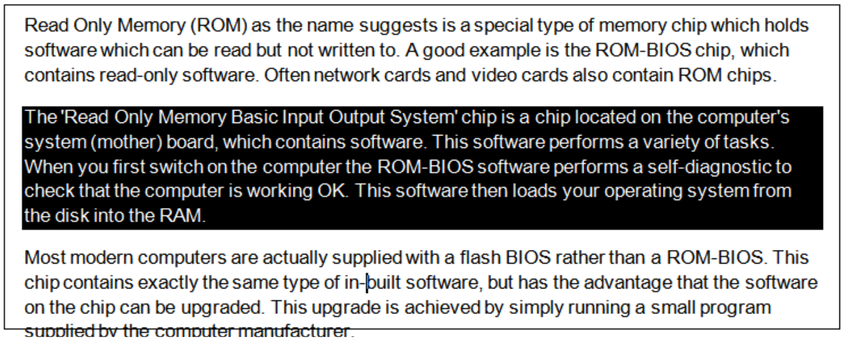
Search engine optimization is all a

the organic results section of the s

- Click on the **Undo** button and apply a different color of shading.

  TIP: Try applying **Black** shading.

  As you are applying black shading to be used as a background for black text, you might expect the text to become invisible (i.e. black text on a black background). In fact, Microsoft Word automatically reverses the text color in this case so that you see white text on a black background.



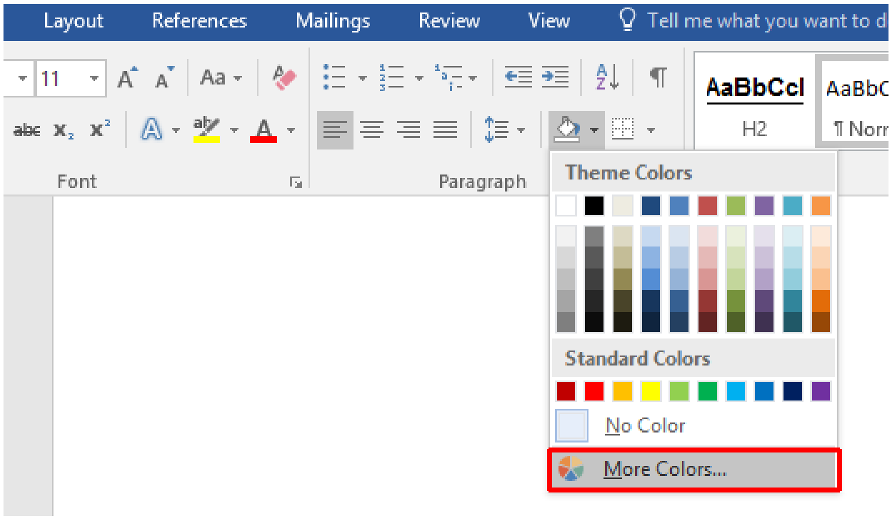
Read Only Memory (ROM) as the name suggests is a special type of memory chip which holds software which can be read but not written to. A good example is the ROM-BIOS chip, which contains read-only software. Often network cards and video cards also contain ROM chips.

The 'Read Only Memory Basic Input Output System' chip is a chip located on the computer's system (mother) board, which contains software. This software performs a variety of tasks. When you first switch on the computer the ROM-BIOS software performs a self-diagnostic to check that the computer is working OK. This software then loads your operating system from the disk into the RAM.

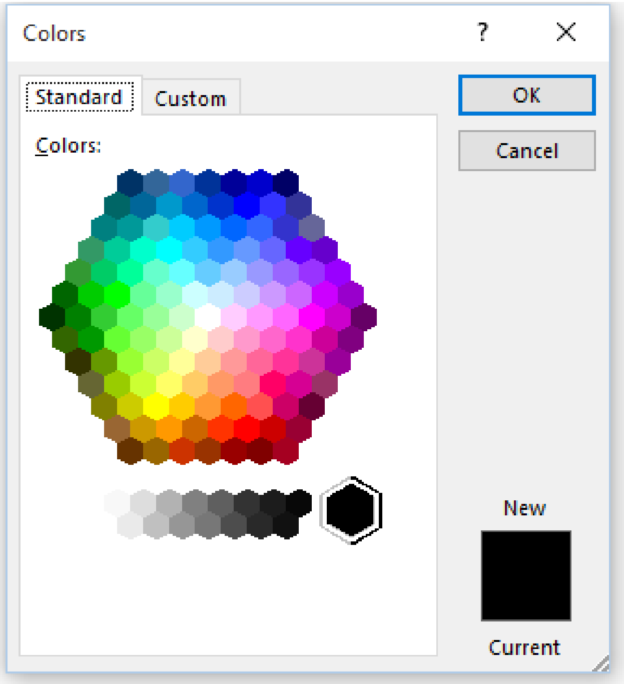
Most modern computers are actually supplied with a flash BIOS rather than a ROM-BIOS. This chip contains exactly the same type of in-built software, but has the advantage that the software on the chip can be upgraded. This upgrade is achieved by simply running a small program supplied by the computer manufacturer.

Modifying your shading

- Click within a paragraph. Within the **Paragraph** section on the **Home** tab, click on the **Down arrow** to the right of the **Shading** icon. From the list displayed, select the **More Colors** command.


Layout
References
Mailings
Review
View
Tell me what you want to d
11
Aa
Font
Paragraph
AaBbCcI
H2
AaBbC
¶ Norr
Theme Colors
Standard Colors
No Color
More Colors...

- Select a color.


Colors
?
Standard
Custom
Colors:
OK
Cancel
New
Current

- Click on the **OK** button

Applying borders to selected text

- You can apply borders and shading to an entire paragraph. However, if you select a word or portion of text within a paragraph, then you can apply border and shading to just the selected text. Try experimenting with selecting words or sentences within your document and apply a border and shading effect.
- Save your changes and close the document.

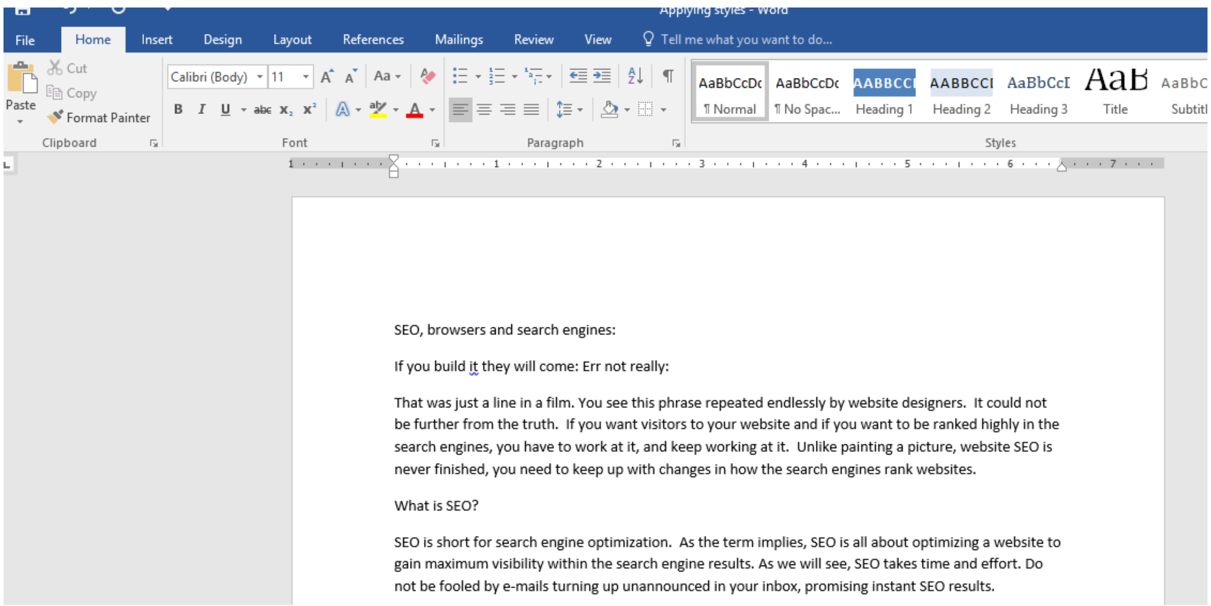
Microsoft Word 2016 Styles

What are styles?

- Styles are a collection of formatting instructions that have a name and can be applied to parts of your document to impose consistent formatting. An example would be header styles which can be used to add an ordered structure to long documents.

Applying styles

- Open a document called **Applying styles**.


Applying styles - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Cut
Copy
Format Painter
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
¶ Normal
¶ No Spac...
Heading 1
Heading 2
Heading 3
Title
Subtitl
Styles

SEO, browsers and search engines:

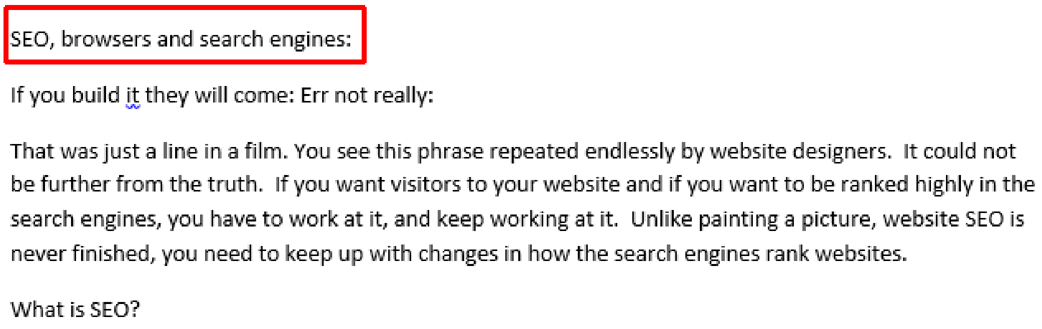
If you build it they will come: Err not really:

That was just a line in a film. You see this phrase repeated endlessly by website designers. It could not be further from the truth. If you want visitors to your website and if you want to be ranked highly in the search engines, you have to work at it, and keep working at it. Unlike painting a picture, website SEO is never finished, you need to keep up with changes in how the search engines rank websites.

What is SEO?

SEO is short for search engine optimization. As the term implies, SEO is all about optimizing a website to gain maximum visibility within the search engine results. As we will see, SEO takes time and effort. Do not be fooled by e-mails turning up unannounced in your inbox, promising instant SEO results.

- Click within the first line.



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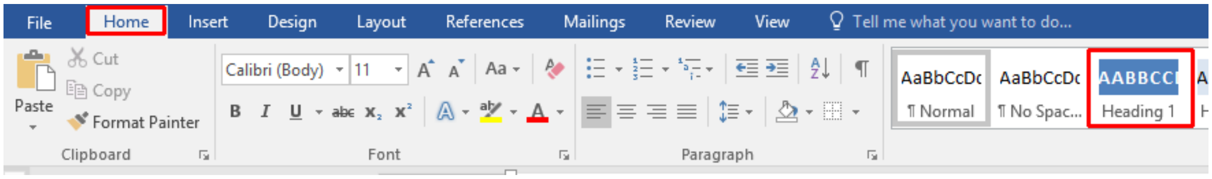
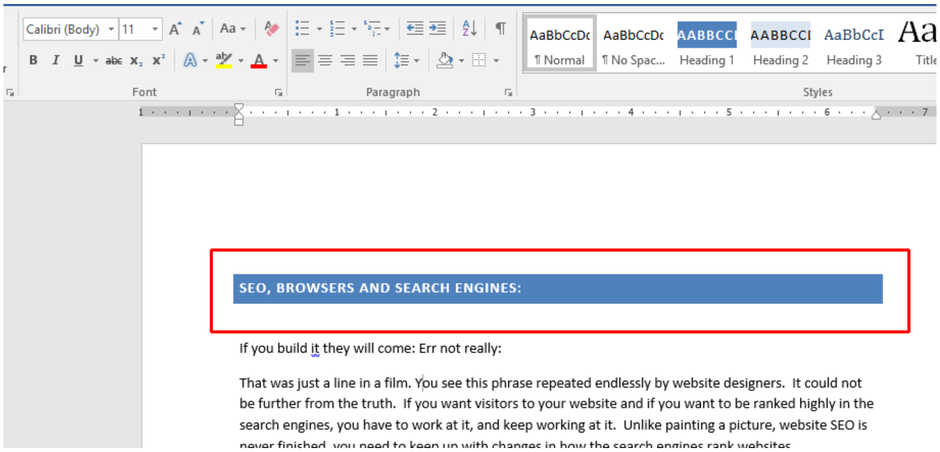
What is SEO?

- Under the **Home** tab, click on **Heading 1** style.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Cut
Copy
Paste
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AABBCCI
Heading 1

- Your document will now look like this.


Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AABBCCI
Heading 1
AABBCCI
Heading 2
AaBbCcI
Heading 3
Aa
Title
Styles

SEO, BROWSERS AND SEARCH ENGINES:

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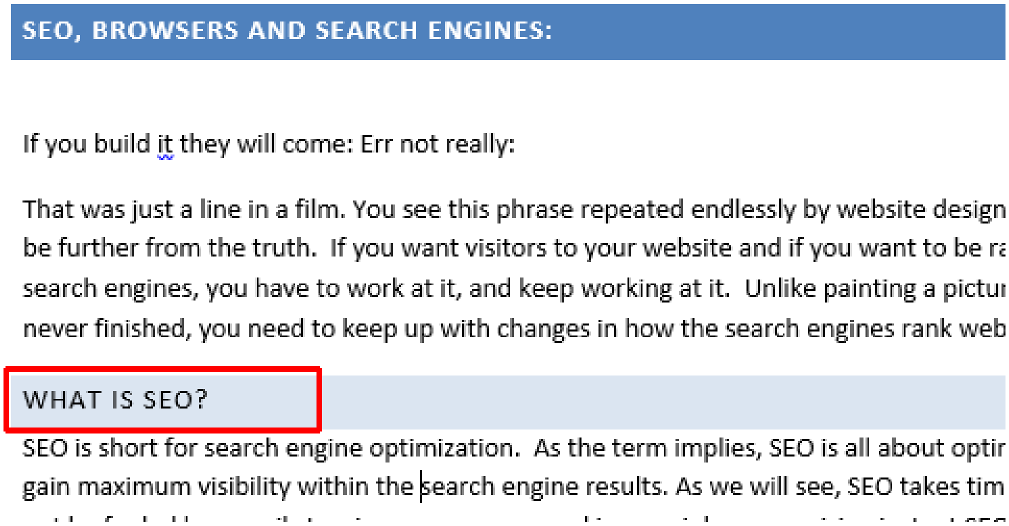
- Click within the line containing the heading **WHAT IS SEO?**
- Under the **Home** tab, click on **Heading 2** style.



SEO, BROWSERS AND SEARCH ENGINES:

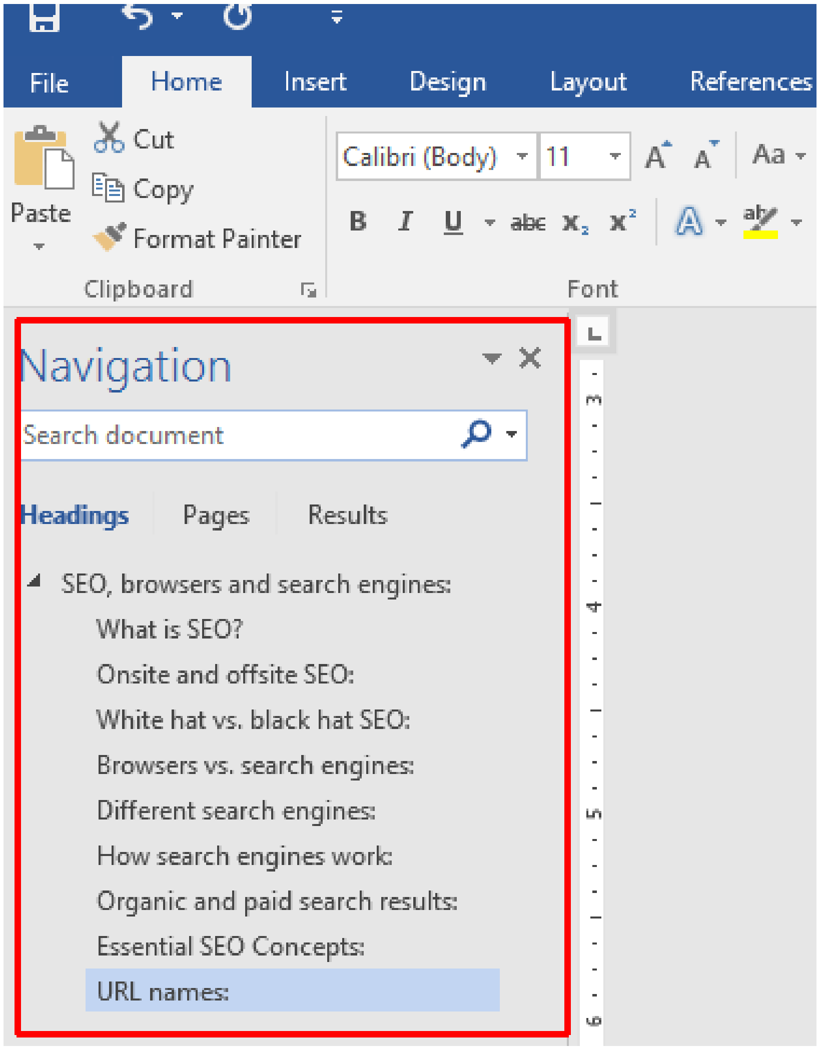
If you build it they will come: Err not really:

That was just a line in a film. You see this phrase repeated endlessly by website design
be further from the truth. If you want visitors to your website and if you want to be ra
search engines, you have to work at it, and keep working at it. Unlike painting a pictur
never finished, you need to keep up with changes in how the search engines rank web

WHAT IS SEO?

SEO is short for search engine optimization. As the term implies, SEO is all about optir
gain maximum visibility within the search engine results. As we will see, SEO takes tim

- Experimenting with applying other styles to the rest of the headers within the document. Within this is document all the headings are displayed in uppercase text.
- You will be able to see the styles, displayed to the side of the screen.


File
Home
Insert
Design
Layout
References
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Aa
B
I
U
abc
Font
Navigation
Search document
Headings
Pages
Results

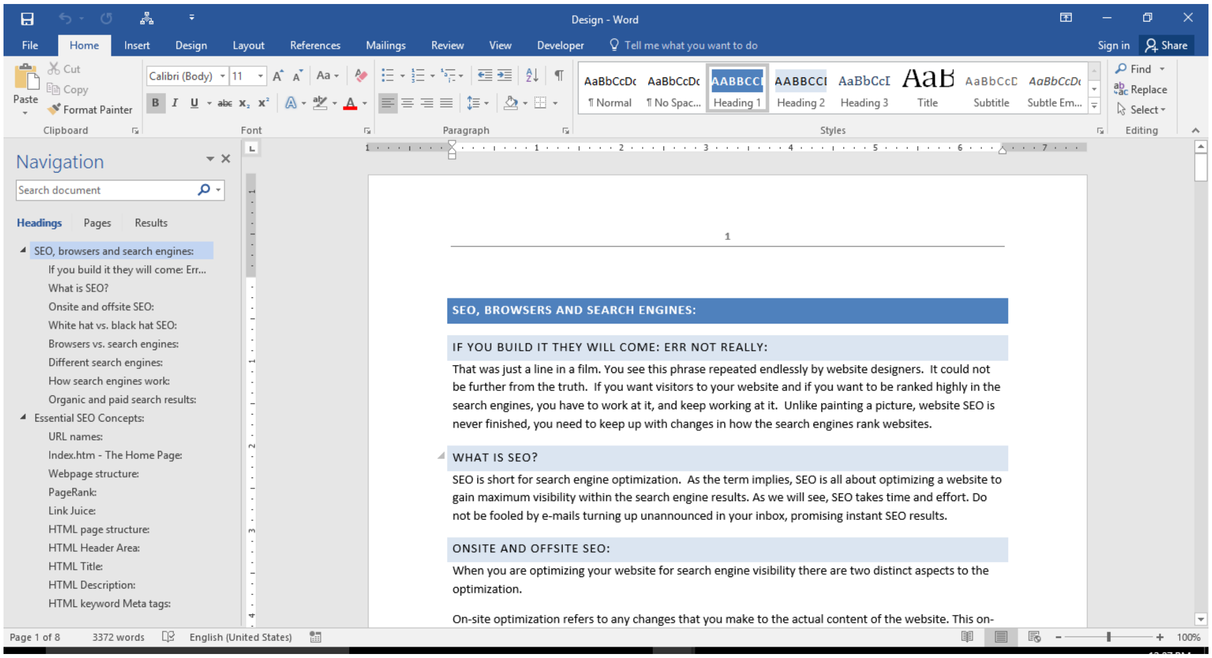
SEO, browsers and search engines:
What is SEO?
Onsite and offsite SEO:
White hat vs. black hat SEO:
Browsers vs. search engines:
Different search engines:
How search engines work:
Organic and paid search results:
Essential SEO Concepts:
URL names:

- Save your changes and close the document.

Using Word 2016 Design Themes

Applying a Design Theme

- Open a document called **Design**. The document will look like this.


Design - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Tell me what you want to do
Sign in
Share
Navigation
Search document
Headings
Pages
Results
SEO, browsers and search engines:
If you build it they will come: Err...
What is SEO?
Onsite and offsite SEO:
White hat vs. black hat SEO:
Browsers vs. search engines:
Different search engines:
How search engines work:
Organic and paid search results:
Essential SEO Concepts:
URL names:
Index.htm - The Home Page:
Webpage structure:
PageRank:
Link Juice:
HTML page structure:
HTML Header Area:
HTML Title:
HTML Description:
HTML keyword Meta tags:
Page 1 of 8
3372 words
English (United States)
100%

1

SEO, BROWSERS AND SEARCH ENGINES:

IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

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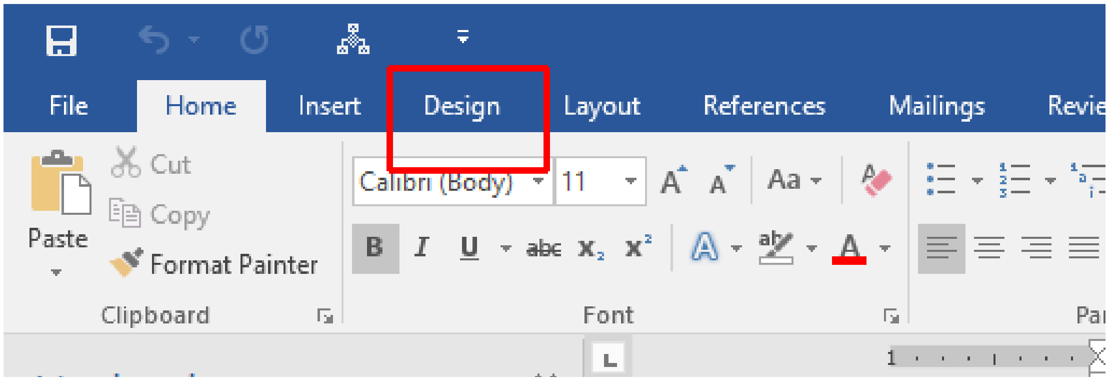
ONSITE AND OFFSITE SEO:

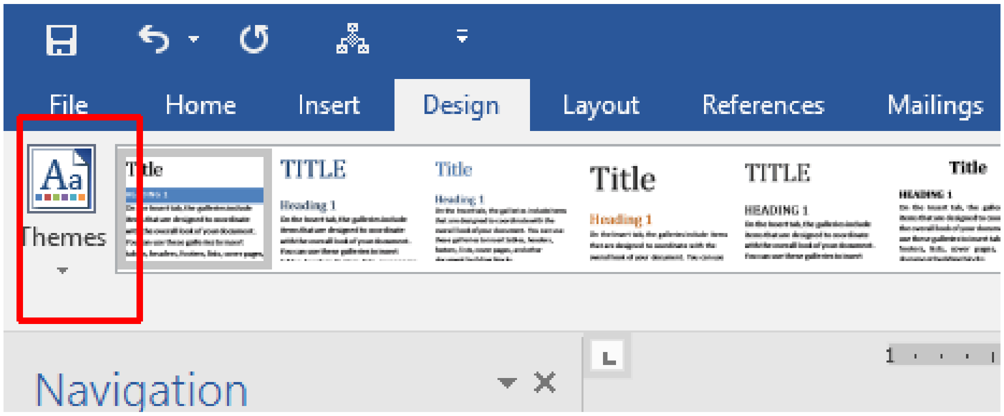
When you are optimizing your website for search engine visibility there are two distinct aspects to the optimization.

On-site optimization refers to any changes that you make to the actual content of the website. This on-

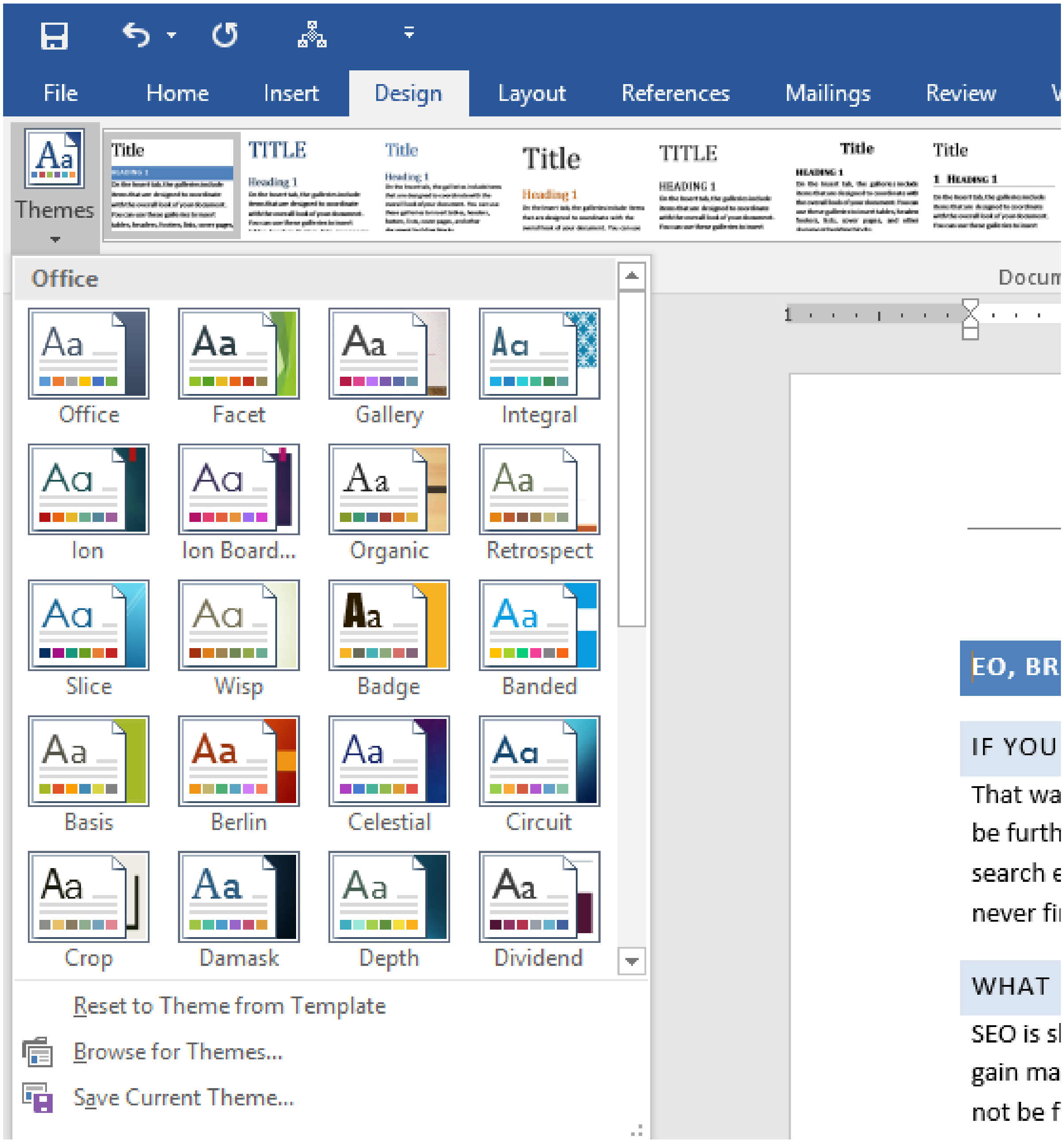
- Click on the **Design** tab.


File
Home
Insert
Design
Layout
References
Mailings
Revie
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font

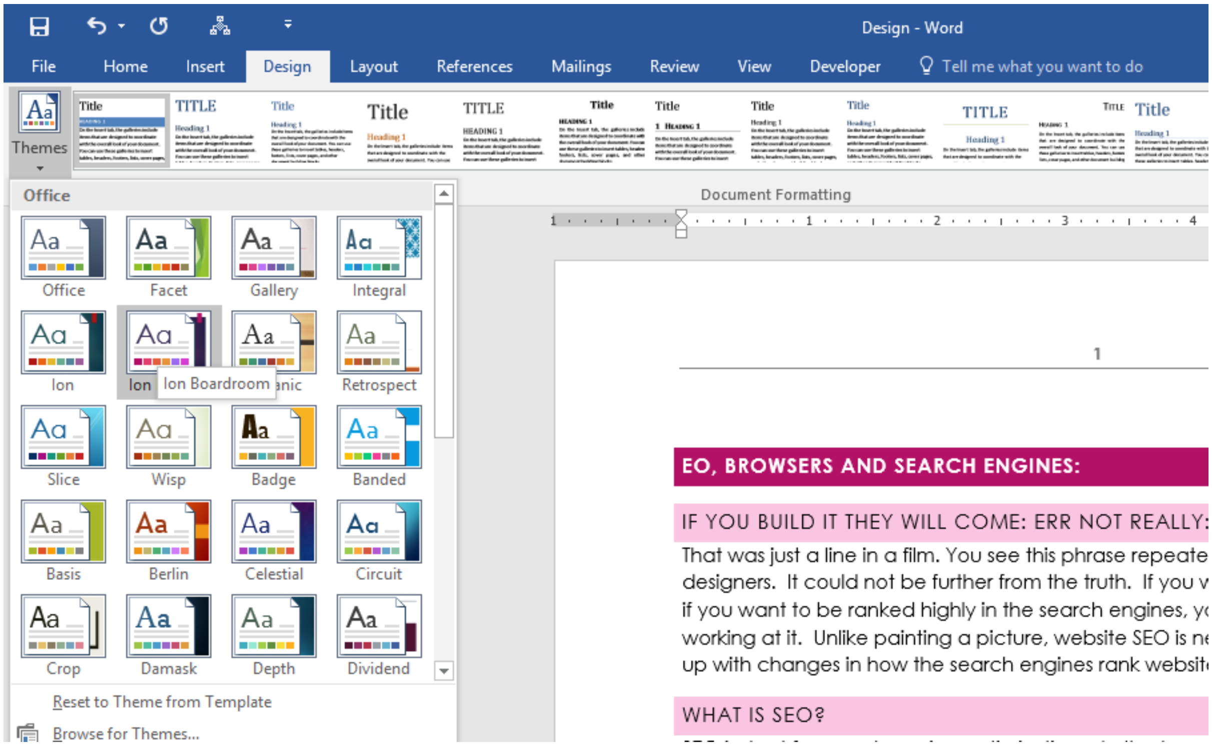
- Click on the **Themes** button (at the left side of the ribbon)


File
Home
Insert
Design
Layout
References
Mailings
Aa
Themes
Title
TITLE
Title
Title
TITLE
Title
Navigation

- This will display a drop down displaying different themes.


File
Home
Insert
Design
Layout
References
Mailings
Review
Themes
Office
Office
Facet
Gallery
Integral
Ion
Ion Board...
Organic
Retrospect
Slice
Wisp
Badge
Banded
Basis
Berlin
Celestial
Circuit
Crop
Damask
Depth
Dividend
Reset to Theme from Template
Browse for Themes...
Save Current Theme...

- Slowly move the mouse pointer over the theme thumbnails displays and as you move the mouse pointer, you will see the different themes applied to your document. As you can see the Headings are formatted differently when you use different themes.
- When you find a theme you like click on it and the theme will be applied, as shown in the example below.


Design - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Tell me what you want to do
Themes
Office
Office
Facet
Gallery
Integral
Ion
Ion Boardroom
Organic
Retrospect
Slice
Wisp
Badge
Banded
Basis
Berlin
Celestial
Circuit
Crop
Damask
Depth
Dividend
Reset to Theme from Template
Browse for Themes...
Document Formatting
1

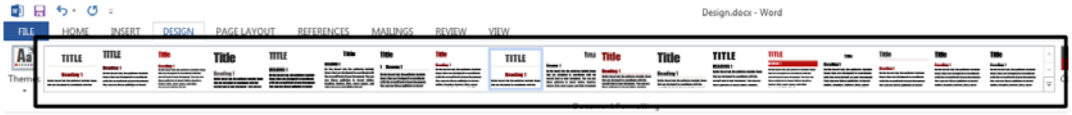
EO, BROWSERS AND SEARCH ENGINES:

IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

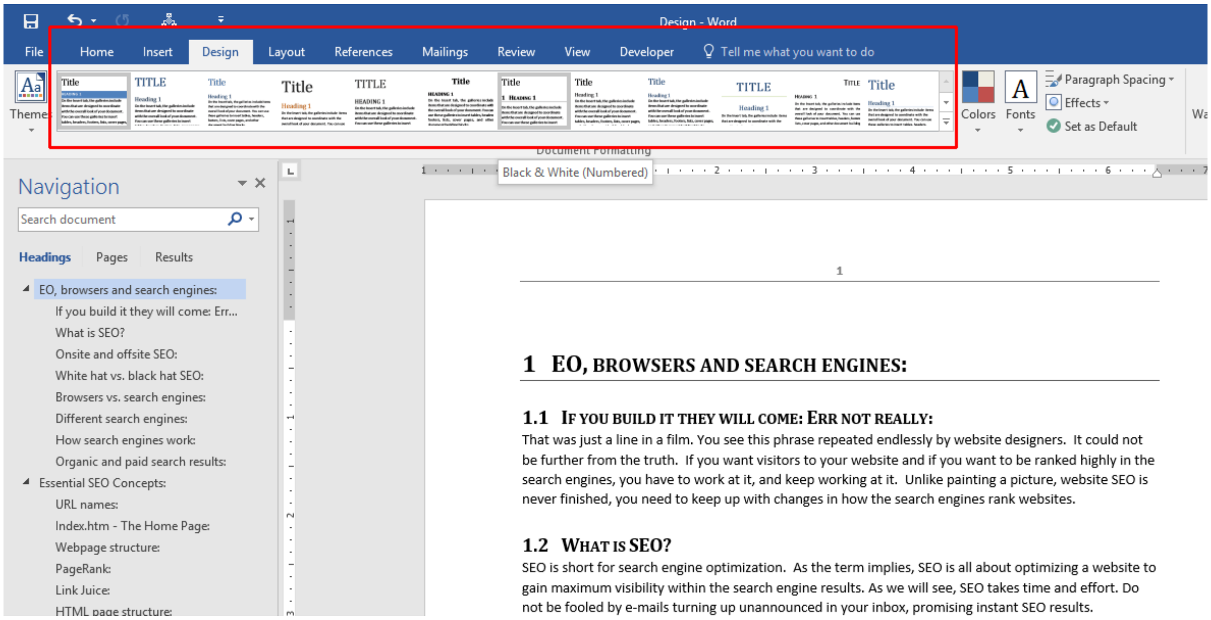
That was just a line in a film. You see this phrase repeate designers. It could not be further from the truth. If you v if you want to be ranked highly in the search engines, yo working at it. Unlike painting a picture, website SEO is ne up with changes in how the search engines rank websit

WHAT IS SEO?

- Next move the mouse over the **Document Formatting** thumbnails, and as you move the mouse changes will be applied to the document.


Design.docx - Word
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
Themes

- Click on the formatting effect you like to apply it to the document.
- An example is shown below.


Design - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Tell me what you want to do
Themes
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Document Formatting
Black & White (Numbered)
Navigation
Search document
Headings
Pages
Results
EO, browsers and search engines:
If you build it they will come: Err...
What is SEO?
Onsite and offsite SEO:
White hat vs. black hat SEO:
Browsers vs. search engines:
Different search engines:
How search engines work:
Organic and paid search results:
Essential SEO Concepts:
URL names:
Index.htm - The Home Page:
Webpage structure:
PageRank:
Link Juice:
HTML page structure:

1

1 EO, BROWSERS AND SEARCH ENGINES:

1.1 IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

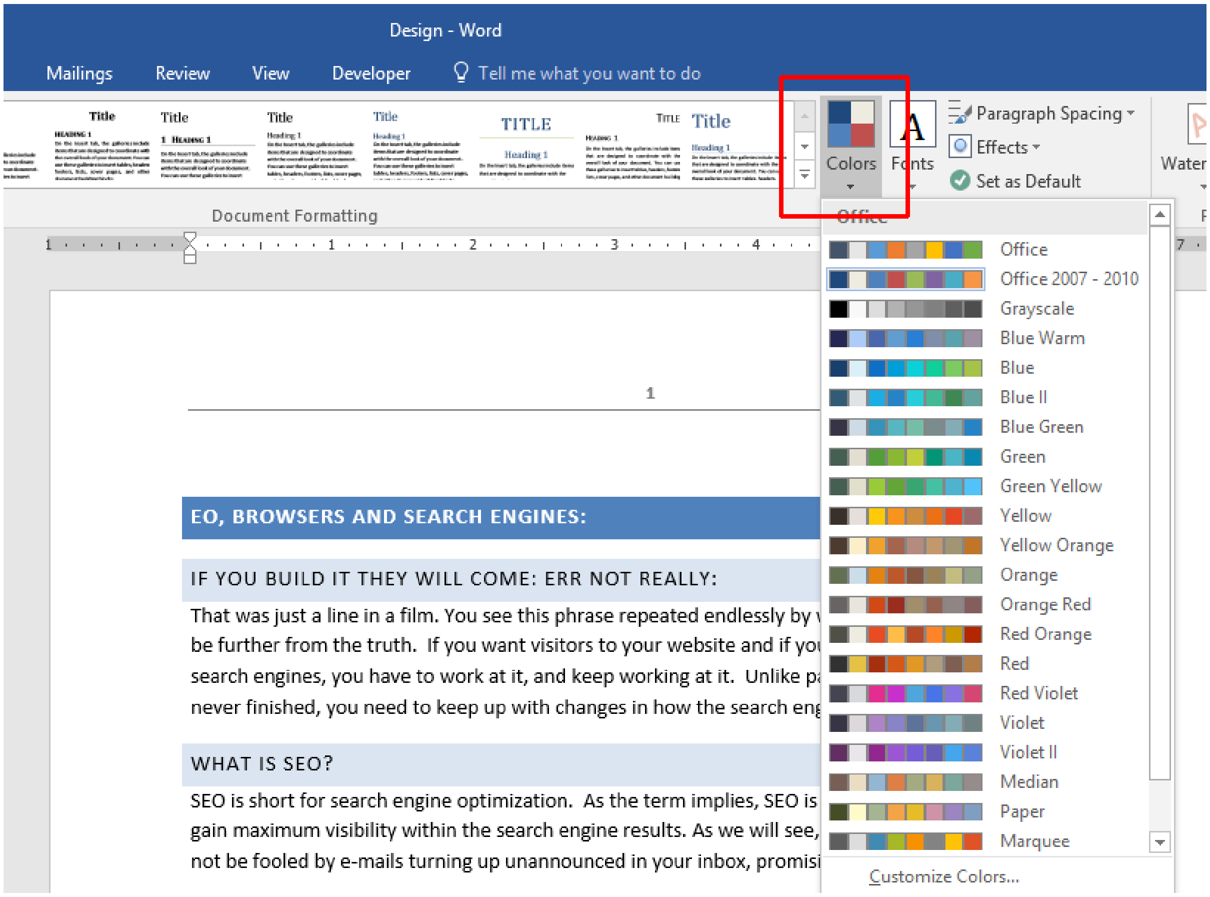
That was just a line in a film. You see this phrase repeated endlessly by website designers. It could not be further from the truth. If you want visitors to your website and if you want to be ranked highly in the search engines, you have to work at it, and keep working at it. Unlike painting a picture, website SEO is never finished, you need to keep up with changes in how the search engines rank websites.

1.2 WHAT IS SEO?

SEO is short for search engine optimization. As the term implies, SEO is all about optimizing a website to gain maximum visibility within the search engine results. As we will see, SEO takes time and effort. Do not be fooled by e-mails turning up unannounced in your inbox, promising instant SEO results.

Applying a theme color

- Click on the **Colors** button under the **Design** tab. A drop down list of colors is displayed. As you move the mouse pointer down the list, different formatting options will be displayed.


Design - Word
Mailings
Review
View
Developer
Tell me what you want to do
Title
TITLE
Document Formatting
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Water
Office
Office
Office 2007 - 2010
Grayscale
Blue Warm
Blue
Blue II
Blue Green
Green
Green Yellow
Yellow
Yellow Orange
Orange
Orange Red
Red Orange
Red
Red Violet
Violet
Violet II
Median
Paper
Marquee
Customize Colors...

EO, BROWSERS AND SEARCH ENGINES:

IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

That was just a line in a film. You see this phrase repeated endlessly by v be further from the truth. If you want visitors to your website and if yo search engines, you have to work at it, and keep working at it. Unlike pa never finished, you need to keep up with changes in how the search eng

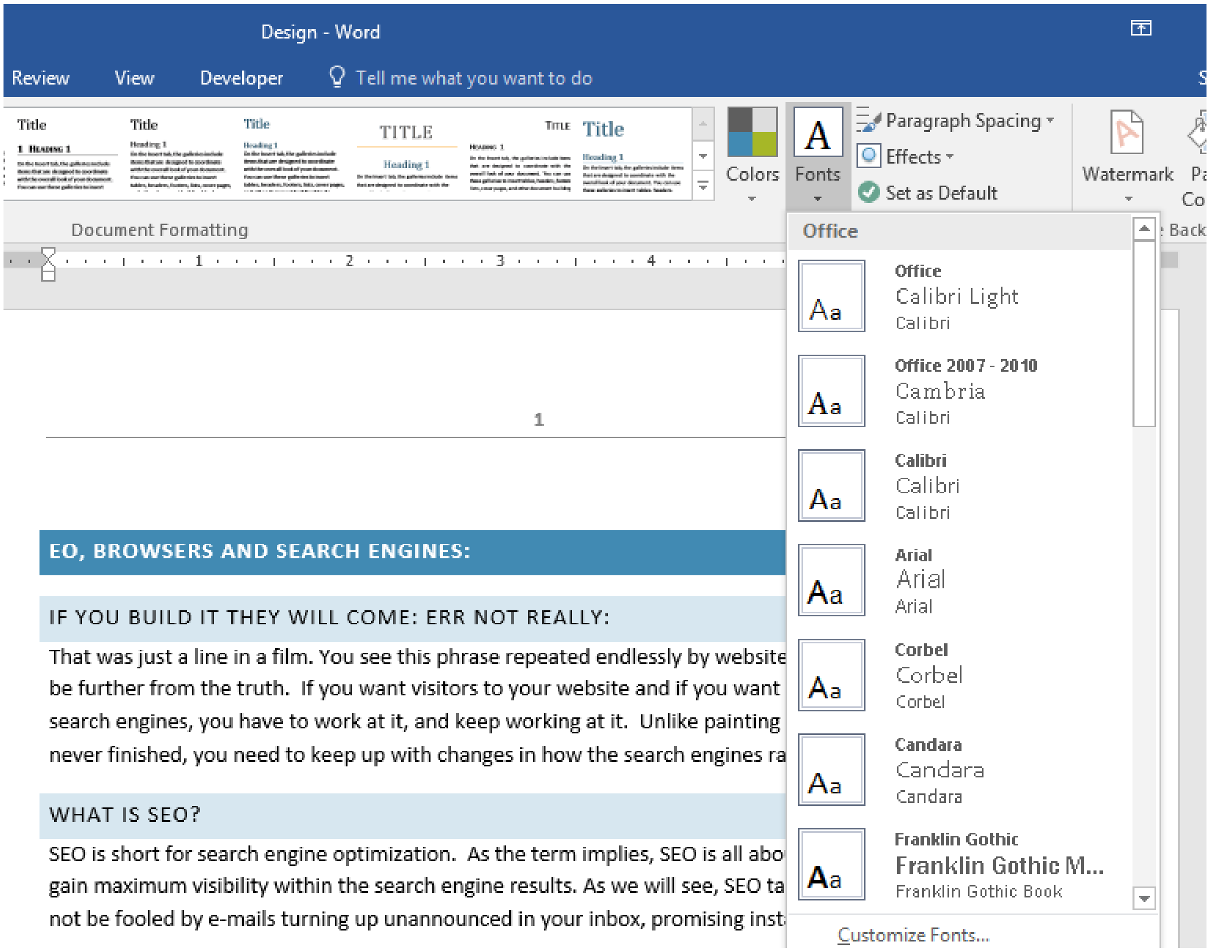
WHAT IS SEO?

SEO is short for search engine optimization. As the term implies, SEO is gain maximum visibility within the search engine results. As we will see, not be fooled by e-mails turning up unannounced in your inbox, promisi

- Apply a color of your choice.

Apply a customized font

- Click on the **Font** button under the **Design** tab.


Design - Word
Review
View
Developer
Tell me what you want to do
Colors
Fonts
Paragraph Spacing
Effects
Set as Default
Watermark
Document Formatting
Office
Office
Calibri Light
Calibri
Office 2007 - 2010
Cambria
Calibri
Calibri
Calibri
Calibri
Arial
Arial
Arial
Corbel
Corbel
Corbel
Candara
Candara
Candara
Franklin Gothic
Franklin Gothic M...
Franklin Gothic Book
Customize Fonts...

EO, BROWSERS AND SEARCH ENGINES:

IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

That was just a line in a film. You see this phrase repeated endlessly by website
be further from the truth. If you want visitors to your website and if you want
search engines, you have to work at it, and keep working at it. Unlike painting
never finished, you need to keep up with changes in how the search engines ra

WHAT IS SEO?

SEO is short for search engine optimization. As the term implies, SEO is all abo
gain maximum visibility within the search engine results. As we will see, SEO ta
not be fooled by e-mails turning up unannounced in your inbox, promising inst

- As you move the mouse pointer down the list, different fonts will be applied. Click on a font you like to apply it to the document.
- Save your changes and close the document.

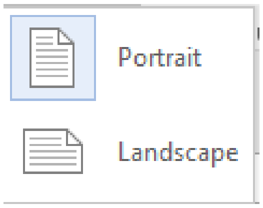
Microsoft Word 2016 Page Formatting

What is Page formatting?

- Page formatting relates to formatting that normally affects the whole page, such as page orientation. The page is either **Portrait** or **Landscape** orientated. It also includes items such as page size and margins.

Page orientation

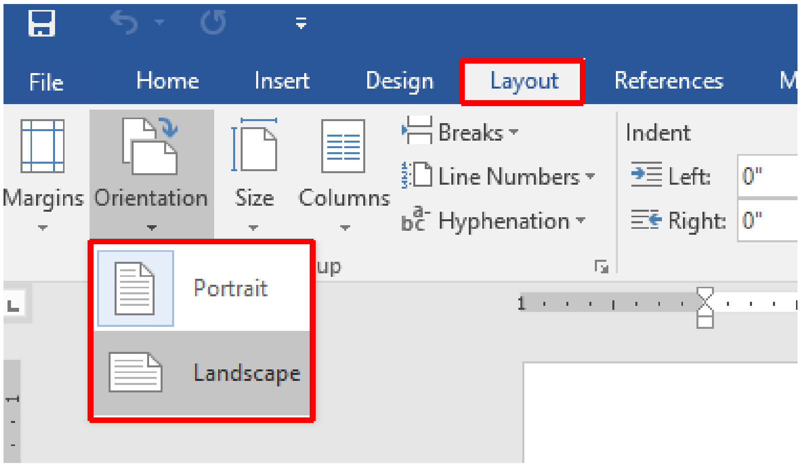
- Normally your Microsoft Word document will be displayed in **Portrait** page orientation, which is like looking at a photograph, where the long edge is the vertical line. You may change to **Landscape** orientation for certain types of documents such as notices.



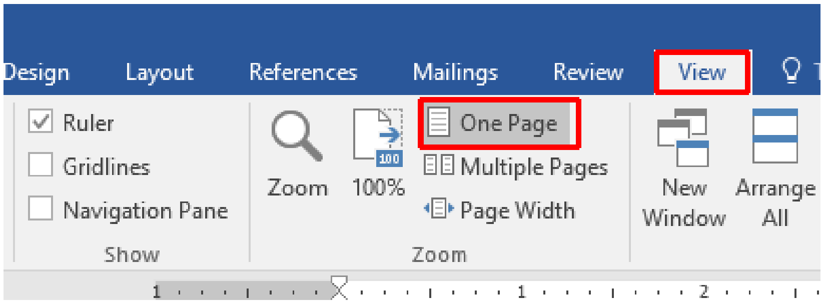
- The physical size of the paper used within printers varies from country to country. In the United States the normal paper size is called '**Letter**' size and the dimensions are measured in inches. ‘**Letter**’ sized paper is shorter but wider than **‘A4**’ sized paper.

- In Europe and many other places, the paper size used within computer printers is normally called A4 sized paper. This may be measured in inches or centimeters (depending on the country). A4 sized paper is longer and slightly narrower than 'letter' sized paper.

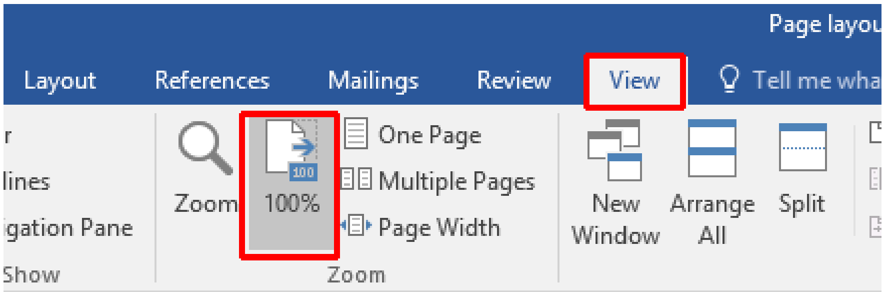
- Open a document called **Page layout**.
- Click on the **Layout** tab. Within the **Page Setup** section click on the **Orientation** button. A drop down list allows you to select either **Portrait** or **Landscape** page orientation. Select **Landscape**.


File
Home
Insert
Design
Layout
References
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Portrait
Landscape

- Your document will now be displayed in landscape view.
- To see the effect better click on the **View** tab and click on the **One Page** button.

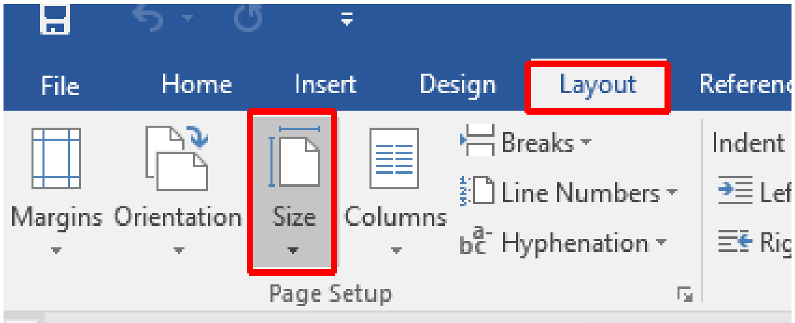

Design
Layout
References
Mailings
Review
View
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All

- Reset the page orientation back to **Portrait** orientation.
- Click on the **View** tab and click on the **100%** button.

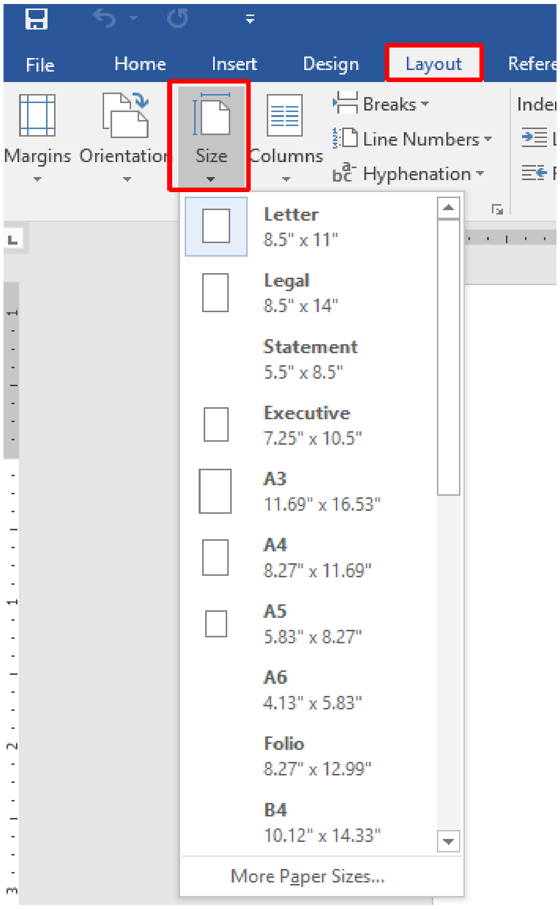

Page layou
Layout
References
Mailings
Review
View
Tell me wha
lines
gation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Split

Changing the page size

- Experiment with changing the page size. To do this click on the **Layout** tab and from within the **Page Setup** section of the Ribbon, click on the **Size** icon, as illustrated.

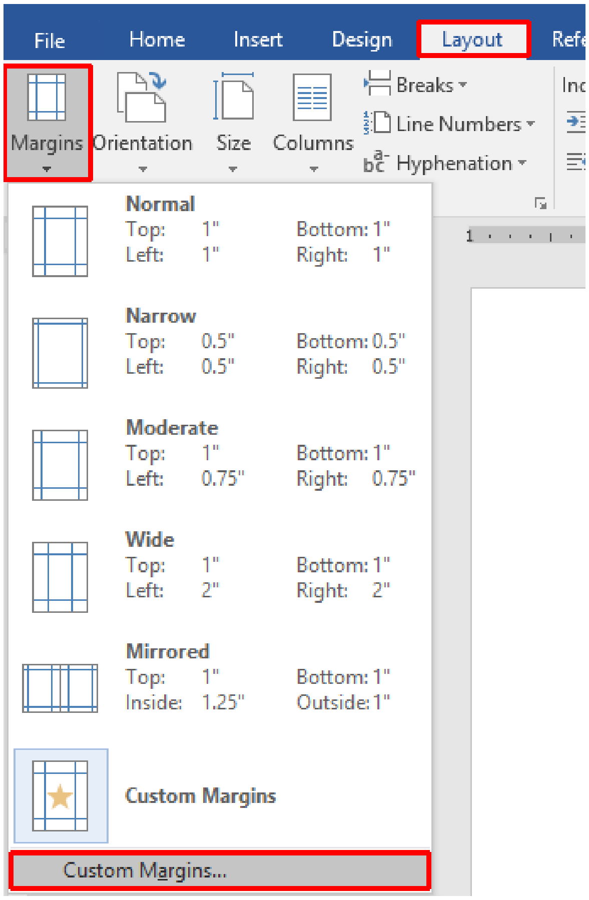

File
Home
Insert
Design
Layout
Referenc
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Lef
Rig

- You can click on an item within the drop down list to change the page size.

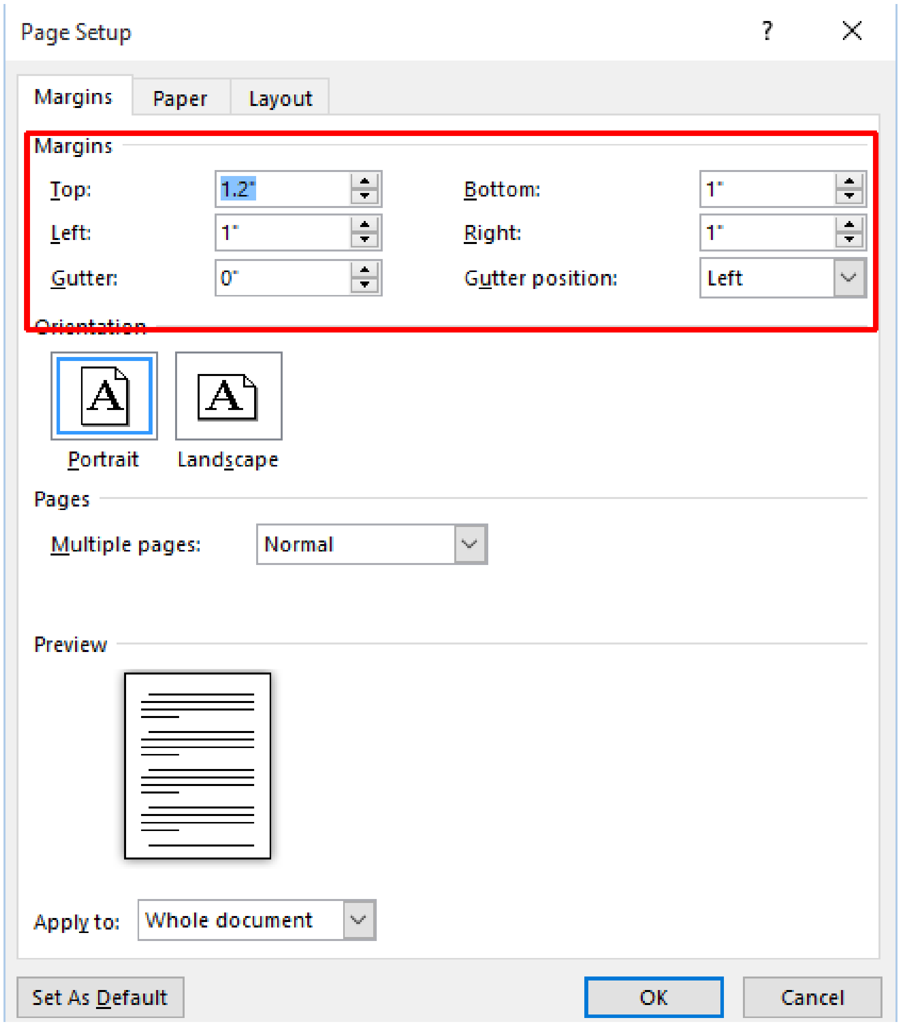

File
Home
Insert
Design
Layout
Refere
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Inde
Letter
8.5" x 11"
Legal
8.5" x 14"
Statement
5.5" x 8.5"
Executive
7.25" x 10.5"
A3
11.69" x 16.53"
A4
8.27" x 11.69"
A5
5.83" x 8.27"
A6
4.13" x 5.83"
Folio
8.27" x 12.99"
B4
10.12" x 14.33"
More Paper Sizes...

Page margins

- Your document has a top, bottom, left and right margin. This is the space between the edge of your text and the edge of your page. Each margin may be increased or decreased. Be careful not to decrease it too much or you may have problems printing the documents.
- To modify your page margins, click on the **Layout** tab. From the **Page Setup** section, click on the **Margins** button. A list of pre-set options is displayed, as illustrated.


File
Home
Insert
Design
Layout
Refe
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Inc
Normal
Top: 1"
Bottom: 1"
Left: 1"
Right: 1"
Narrow
Top: 0.5"
Bottom: 0.5"
Left: 0.5"
Right: 0.5"
Moderate
Top: 1"
Bottom: 1"
Left: 0.75"
Right: 0.75"
Wide
Top: 1"
Bottom: 1"
Left: 2"
Right: 2"
Mirrored
Top: 1"
Bottom: 1"
Inside: 1.25"
Outside: 1"
Custom Margins
Custom Margins...

- Experiment with applying these different pre-set margin options.
- To create your own custom margins, click on the **Custom Margins** command displayed at the bottom of the **Margins** drop down list. This will display the **Page Setup** dialog box, allowing you to set exact values for the margins. Experiment with setting different margins values.


Page Setup
?
Margins
Paper
Layout
Orientation
Portrait
Landscape
Preview
Set As Default
OK
Cancel

Margins

Top: 1.2"

Bottom: 1"

Left: 1"

Right: 1"

Gutter: 0"

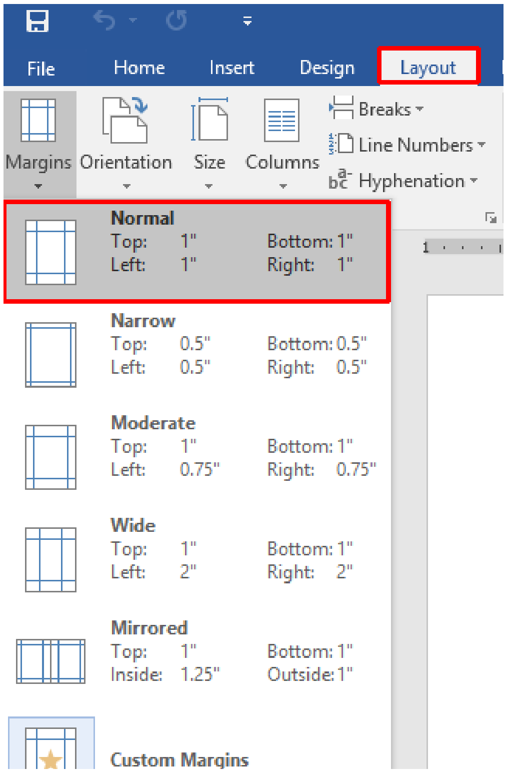
Gutter position: Left

Pages

Multiple pages: Normal

Apply to: Whole document

- Before continuing, reset the margins to the Microsoft Word default values by clicking on the **Margins** button and selecting the **Normal** margin command.

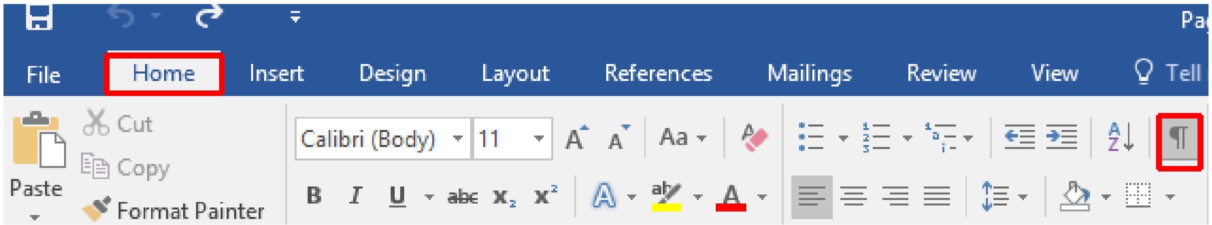

File
Home
Insert
Design
Layout
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"
Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"
Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"
Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"
Custom Margins

Inserting Page Breaks

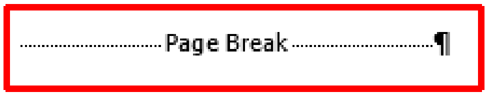
- When you start typing into a document, the text normally starts at the top-left of the page and as you type more words they are displayed on the line moving towards the right of the page. When the words you are typing reach the right side of the screen they automatically drop down to the next line. If you continue typing you eventually fill that page, at which point Microsoft Word automatically moves on to the next page. These automatic page breaks that are inserted by Microsoft Word are called 'soft' page breaks. Sometimes you wish to force Microsoft Word to leave a blank area displayed at the bottom of one page and the next text to be displayed on a new page. To do this you need to insert a manual page break (sometimes called a hard page break).
- Insert a few page breaks into your document. To do this click at the point you wish to insert the page break and then press **Ctrl+Enter**.

Deleting Page Breaks

- Normally you do not see the page break within a document, only the effect of the page break.
- Click on the **Home** tab and from within the **Paragraph** group, click on the **Show / Hide** icon.


Pa
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell
Paste
Cut
Copy
Format Painter
Calibri (Body)
11
Aa
B
I
U
abc
¶

- Any page breaks within the document will now be displayed as illustrated below.



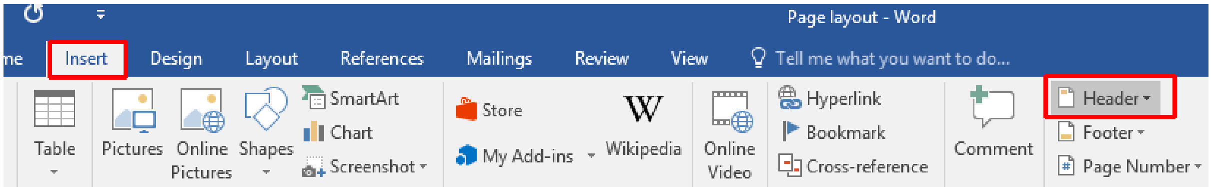
- To remove a page break, click to the right of the page break and press the **Backspace** key.

Use page breaks rather than repeatedly pressing the Return key

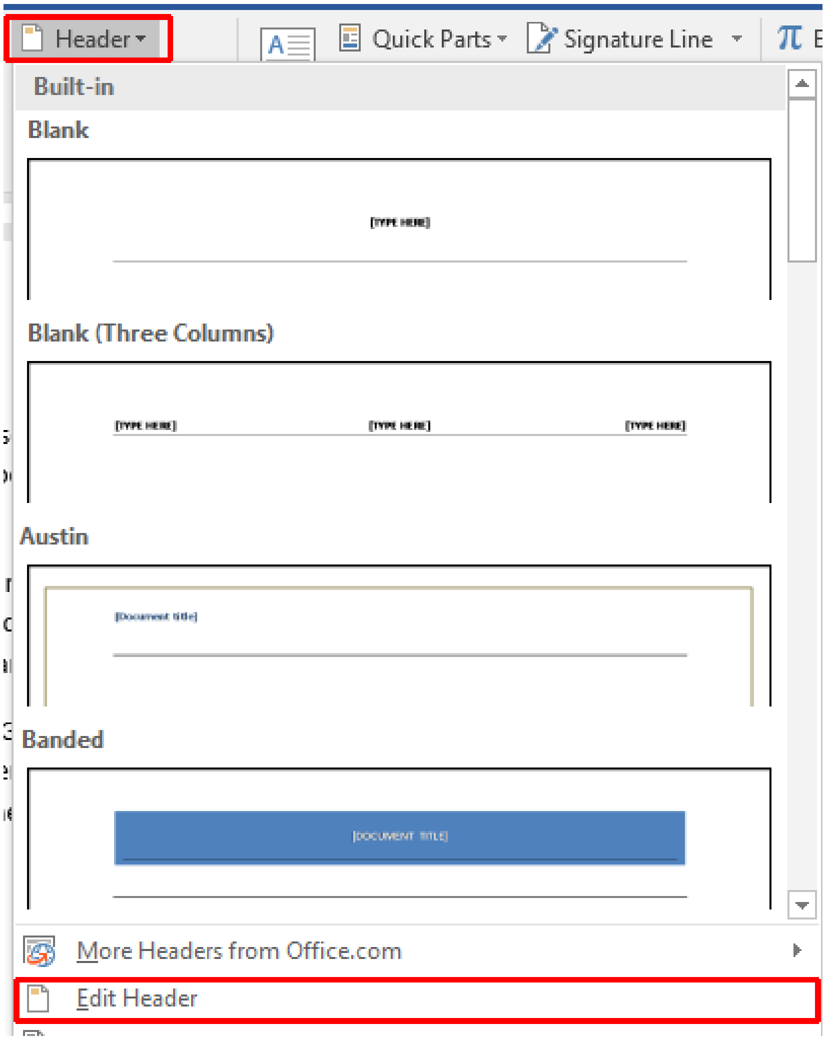
- If you wish to insert a new page, always use the 'page break' method. Never keep pressing the **Return** key until Word skips to a new page.

Headers and Footers

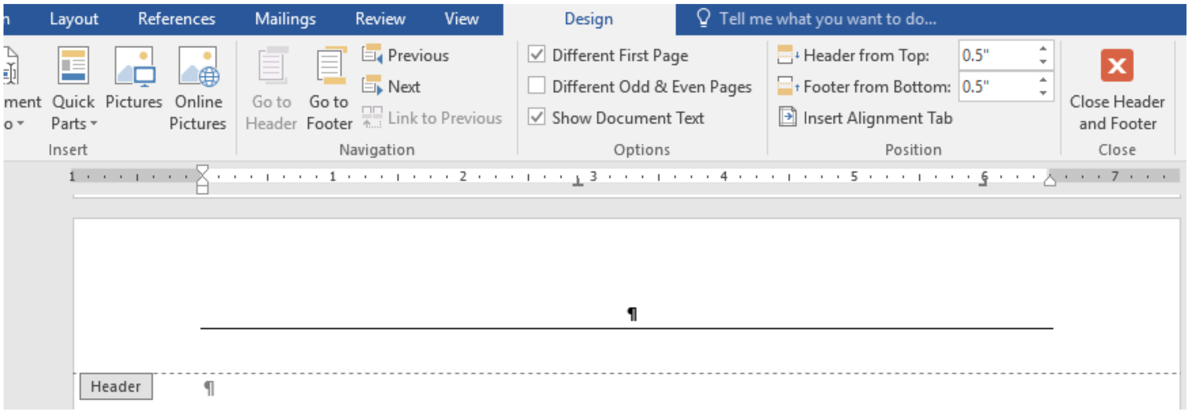
- If you are planning to print a document, it is a good idea to add a footer or header to the document, especially if it is a long document.
- Click on the **Insert** tab and within the **Header and Footer** group, click on the **Header** icon.


Page layout - Word
me
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Table
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Store
My Add-ins
Wikipedia
Online Video
Hyperlink
Bookmark
Cross-reference
Comment
Header
Footer
Page Number

- A drop down list is displayed.

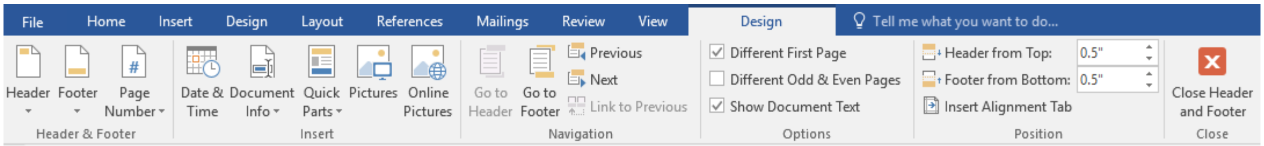

Header
Quick Parts
Signature Line
Built-in
Blank
[TYPE HERE]
Blank (Three Columns)
[TYPE HERE]
[TYPE HERE]
[TYPE HERE]
Austin
[Document title]
Banded
[DOCUMENT TITLE]
More Headers from Office.com
Edit Header

- Select the **Edit Header** command and the header area will be displayed on screen as illustrated.

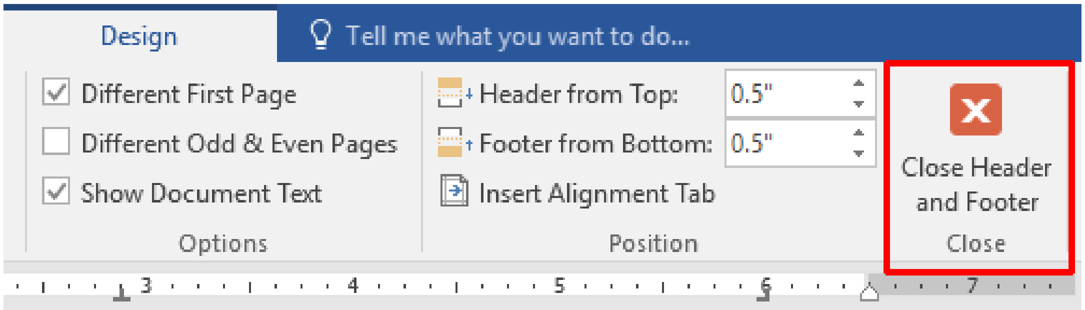

Layout
References
Mailings
Review
View
Design
Tell me what you want to do...
Quick Parts
Pictures
Online Pictures
Insert
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Close Header and Footer
Close
Header

- Type in your header text. In this case type in your name.

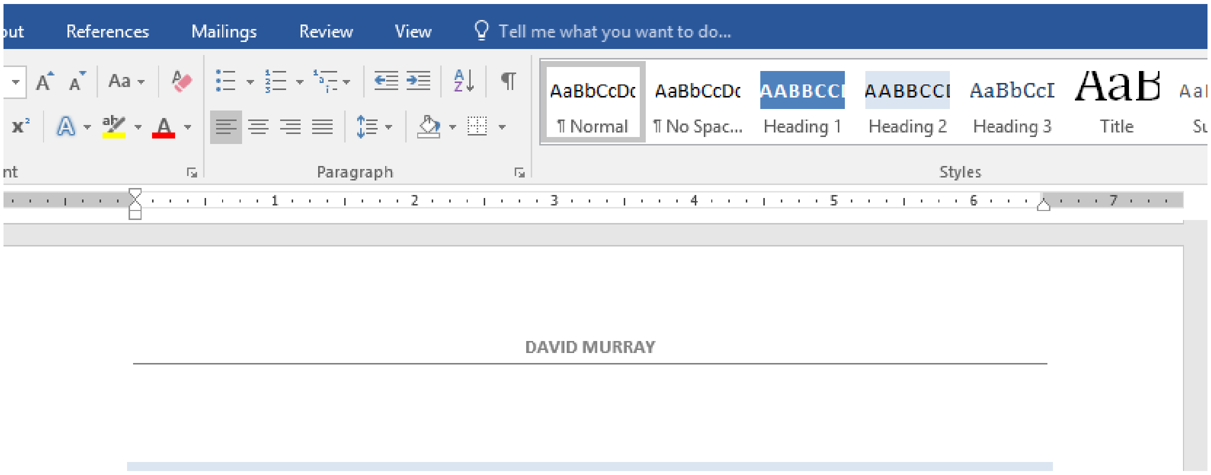
- If you look closely you will see that a special header and footer ribbon is displayed. This ribbon displays related commands to enhance your header or footer.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Tell me what you want to do...
Header
Footer
Page Number
Header & Footer
Date & Time
Document Info
Quick Parts
Pictures
Online Pictures
Insert
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Close Header and Footer
Close

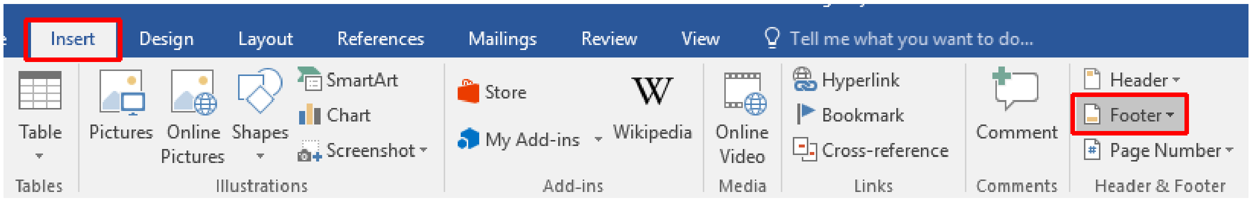
- Click on the **Close Header and Footer** icon.


Design
Tell me what you want to do...
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Close Header and Footer
Close

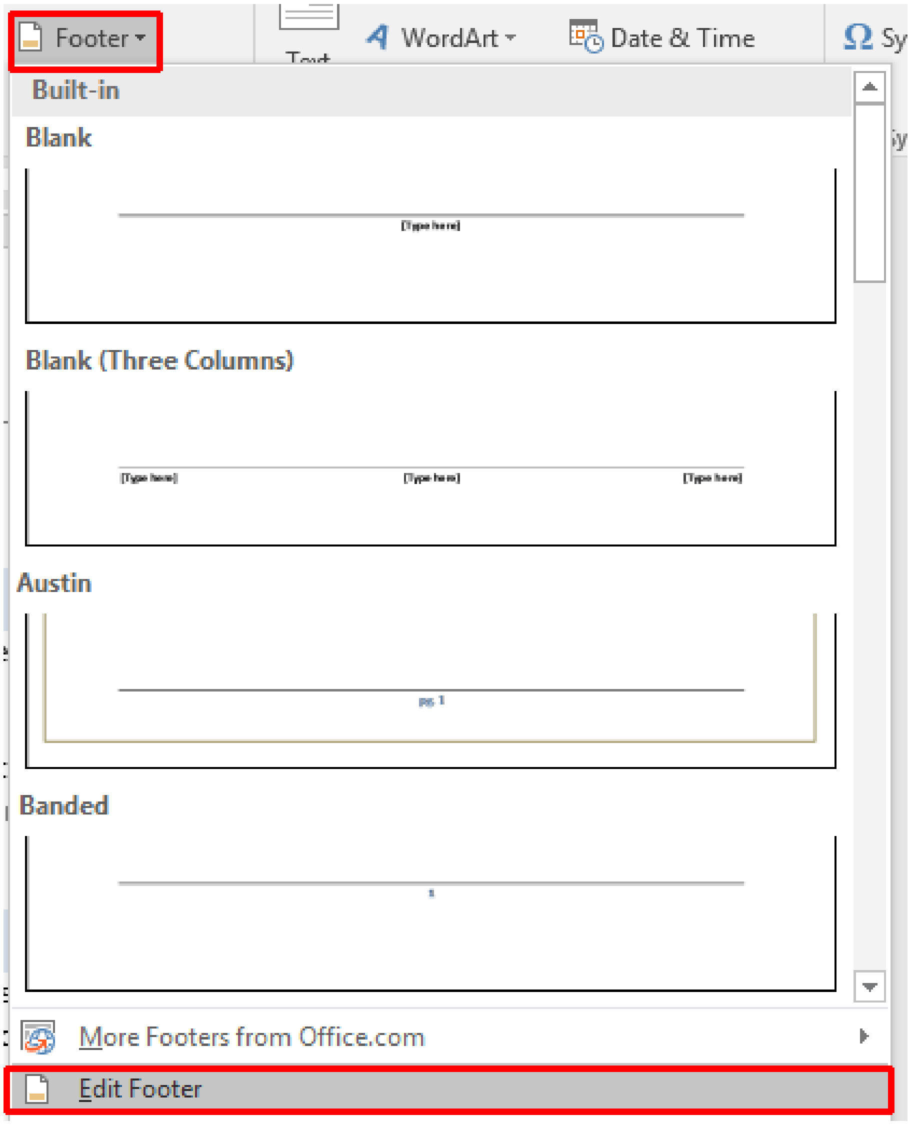
- You can see your header displayed at the top of your page.


References
Mailings
Review
View
Tell me what you want to do...
Paragraph
Normal
No Spac...
Heading 1
Heading 2
Heading 3
Title
Styles
DAVID MURRAY

- To insert a footer, click on the **Footer** icon


Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Wikipedia
Add-ins
Online Video
Media
Hyperlink
Bookmark
Cross-reference
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer

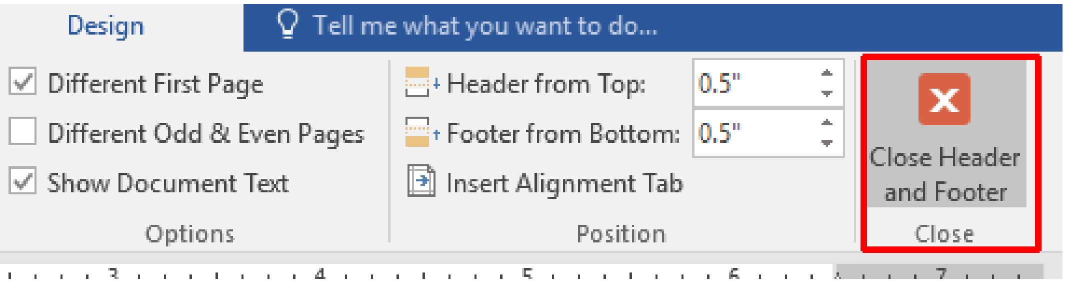
- Select the **Edit Footer** command.


Footer
WordArt
Date & Time
Text
Sy
Built-in
Blank
[Type here]
Blank (Three Columns)
[Type here]
[Type here]
[Type here]
Austin
pg. 1
Banded
1
More Footers from Office.com
Edit Footer

- Type in the following text as your footer.

Draft copy only

- Click on the Close Header and Footer icon.

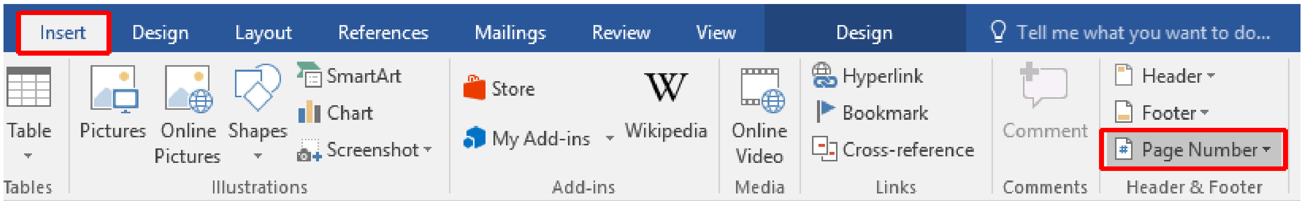

Design
Tell me what you want to do...
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Close Header and Footer
Close

Easy header and footer creation

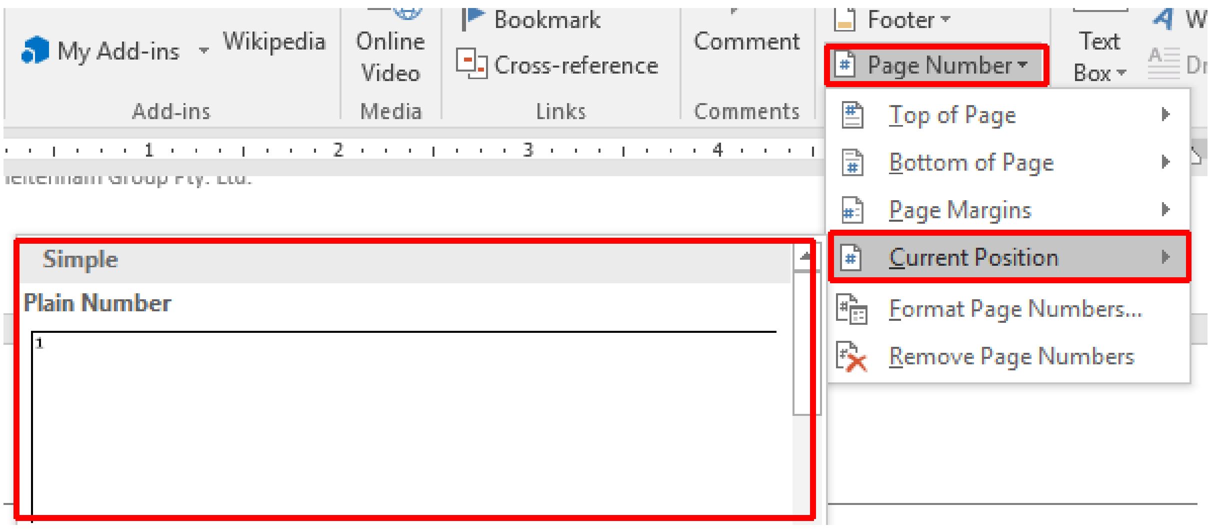
- An easier way to insert headers and footers is to simply double click within the header or footer area of your document. Try clicking within the header area and you will see that you are automatically switched to the insert header mode.
- Click on the Close Header and Footer icon.

Page numbering

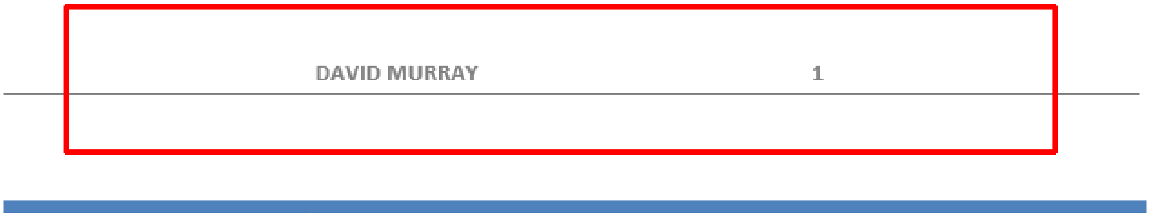
- You can insert automatic page numbering into a document header or footer. As this is inserted as a field this means that when you modify the number of pages within the document the page numbering is also updated on each page.
- Click on the **Insert** tab and from the **Header and Footer** group click on the **Header** icon. A drop down list is displayed, select the **Edit Header** command. You should see your name displayed as the header.
- Click just after your name and press the **Tab** key twice.
- Click on the **Page Number** button.


Insert
Design
Layout
References
Mailings
Review
View
Design
Tell me what you want to do...
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Wikipedia
Add-ins
Online Video
Media
Hyperlink
Bookmark
Cross-reference
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer

- From the drop down list displayed, select **Current Position**. From the sub-list displayed select **Plain Number**.


My Add-ins
Wikipedia
Add-ins
Online Video
Media
Bookmark
Cross-reference
Links
Comment
Comments
Footer
Page Number
Text Box
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers
Simple
Plain Number
1

- The page number should be inserted into your document. Close the **Header and Footer** ribbon.

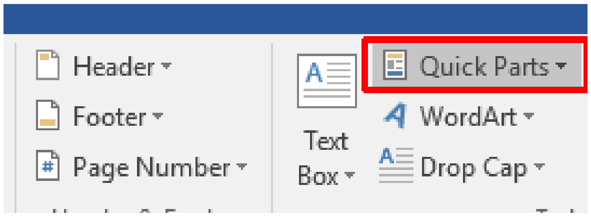

DAVID MURRAY
1

Header and footer fields

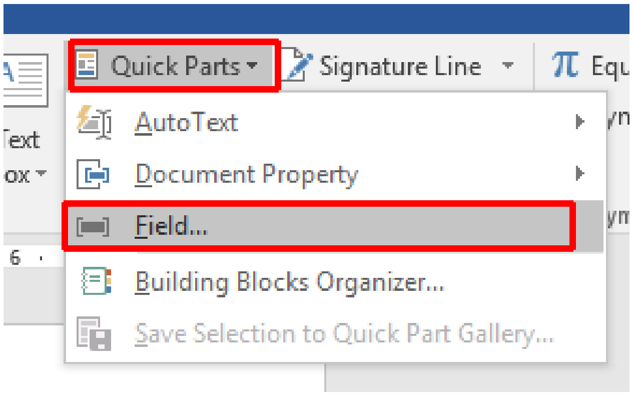
- Microsoft Word fields are easy to insert and can be automatically updated. For instance, you could insert the date within the header of a document and arrange it so that each time you reprinted the document, the current date was displayed. This would mean that if you printed the document each month, then the correct month would be displayed within the header.

- Click on the **Insert** tab, and from the **Header and Footer** section click on the **Footer** icon. A drop down list is displayed, select the **Edit Footer** command. You should see your footer text. Click at the end of the footer text. Press the **Tab** key twice.

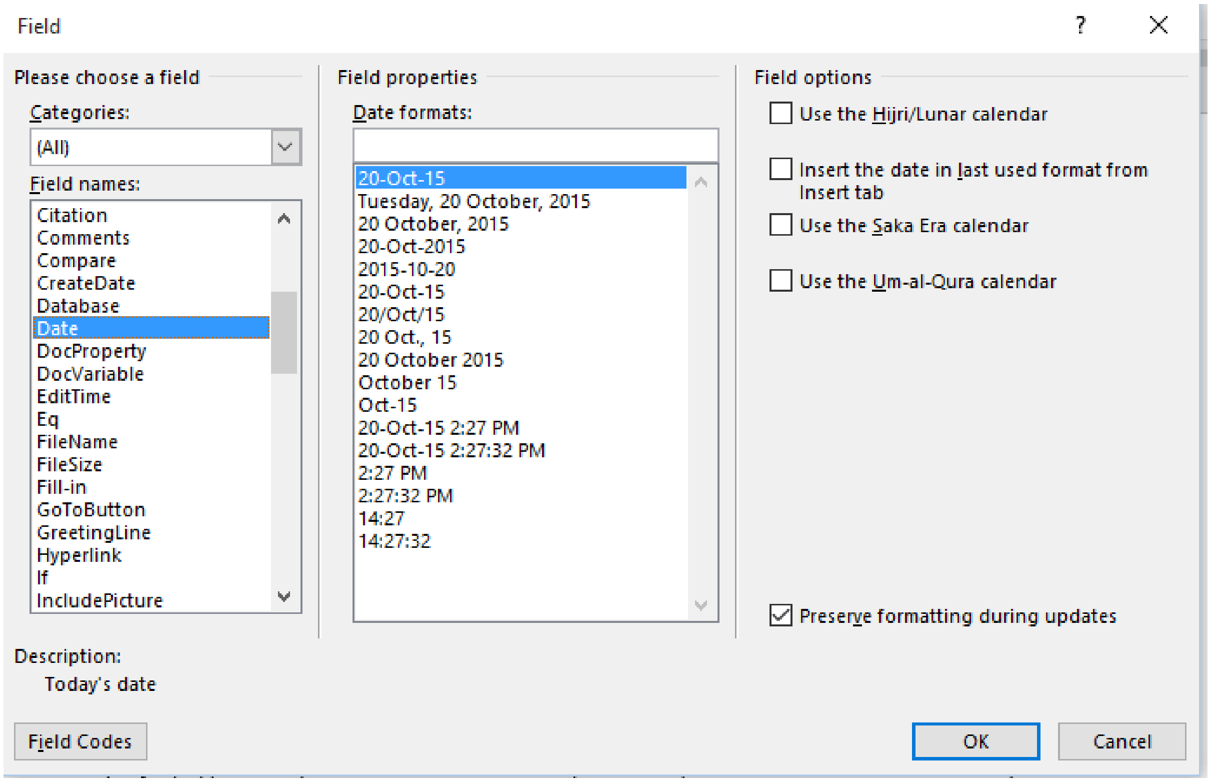
- Click on the **Quick Parts** button.


Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap

- From the drop down list displayed select the **Field** command.


Quick Parts
Signature Line
Equ
AutoText
Document Property
Field...
Building Blocks Organizer...
Save Selection to Quick Part Gallery...

- This will display the **Field** dialog box. This allows you insert a wide range of fields. In this case select **Date**, as illustrated.


Field

Please choose a field

Categories: (All)

Field names: Date

Field properties

Date formats: 20-Oct-15

Field options

☐ Use the Hijri/Lunar calendar

☐ Insert the date in last used format from Insert tab

☐ Use the Saka Era calendar

☐ Use the Um-al-Qura calendar

☑ Preserve formatting during updates

Description:
Today's date

Citation
Comments
Compare
CreateDate
Database
Date
DocProperty
DocVariable
EditTime
Eq
FileName
FileSize
Fill-in
GoToButton
GreetingLine
Hyperlink
If
IncludePicture
20-Oct-15
Tuesday, 20 October, 2015
20 October, 2015
20-Oct-2015
2015-10-20
20-Oct-15
20/Oct/15
20 Oct., 15
20 October 2015
October 15
Oct-15
20-Oct-15 2:27 PM
20-Oct-15 2:27:32 PM
2:27 PM
2:27:32 PM
14:27
14:27:32
Field Codes
OK
Cancel

- Click on the **OK** button. Close the **Header and Footer** Ribbon and you will see your footer displayed at the bottom of each page.

Draft Copy only

20/10/2015

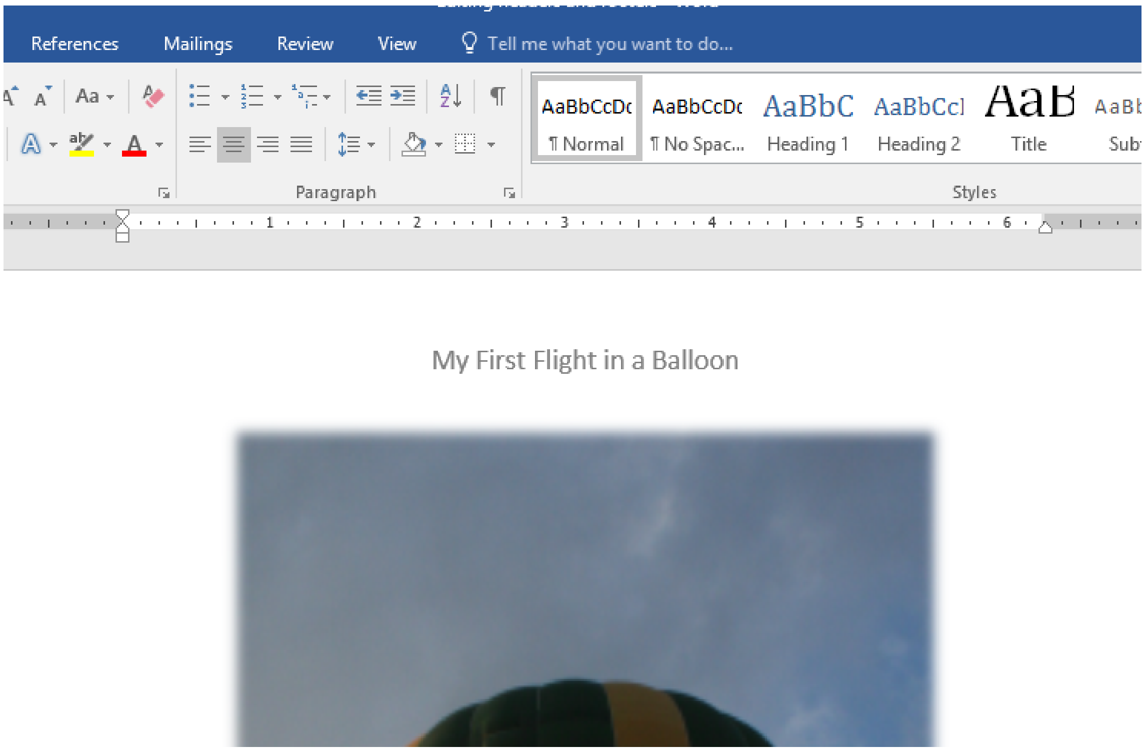
- If you have time, have a brief look at some of the other fields that you can insert into your header or footer.

- The **Filename** field is particularly useful as if you insert this into a header or footer and then save your document this field will record the file name. You will find with a little experimentation that this field can also include the folder storage location on your hard disk.

- Save your changes and close the document.

Editing text within a header or footer

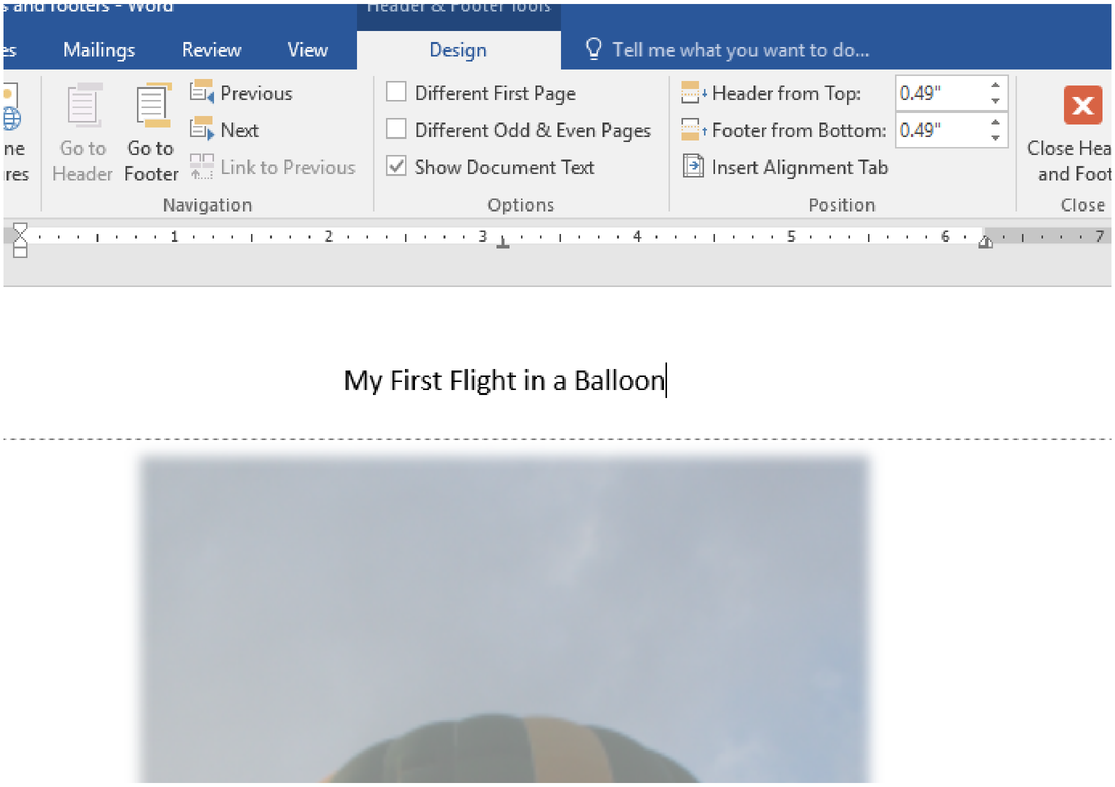
- Open a document called **Editing headers and footers**. This document has text in the header and footer area. The header looks like this.



My First Flight in a Balloon

References
Mailings
Review
View
Tell me what you want to do...
Aa
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbC
Heading 1
AaBbCcI
Heading 2
AaB
Title
AaBb
Sub
Paragraph
Styles
1
2
3
4
5
6

- Double click over the header area and the screen will change, as illustrated, allowing you to edit the existing header text.

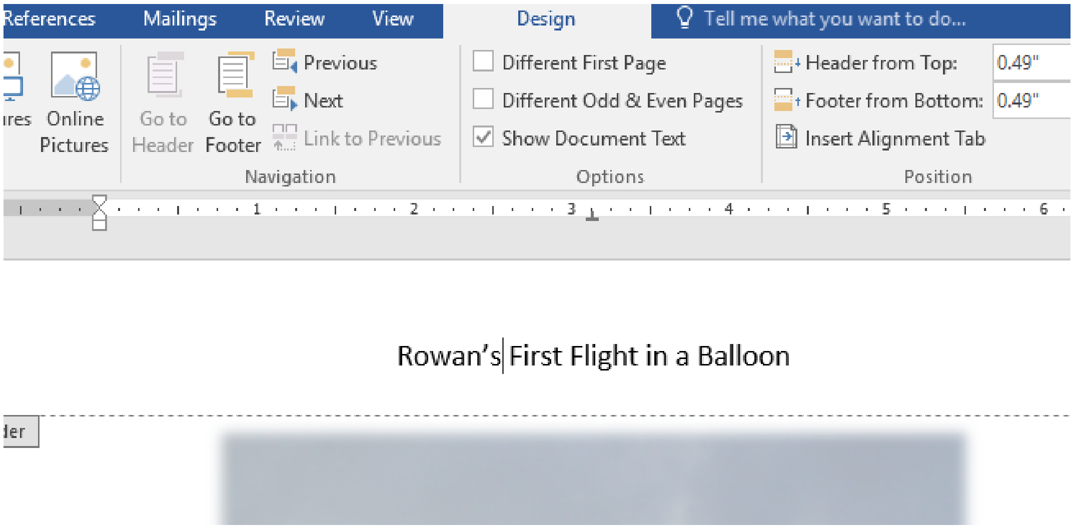

Mailings
Review
View
Design
Tell me what you want to do...
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Options
Position
Close Header and Footer
Close

☐ Different First Page
☐ Different Odd & Even Pages
☑ Show Document Text
Header from Top: 0.49"
Footer from Bottom: 0.49"
Insert Alignment Tab

My First Flight in a Balloon

- Change the text so that it displays your name. An example is illustrated below.

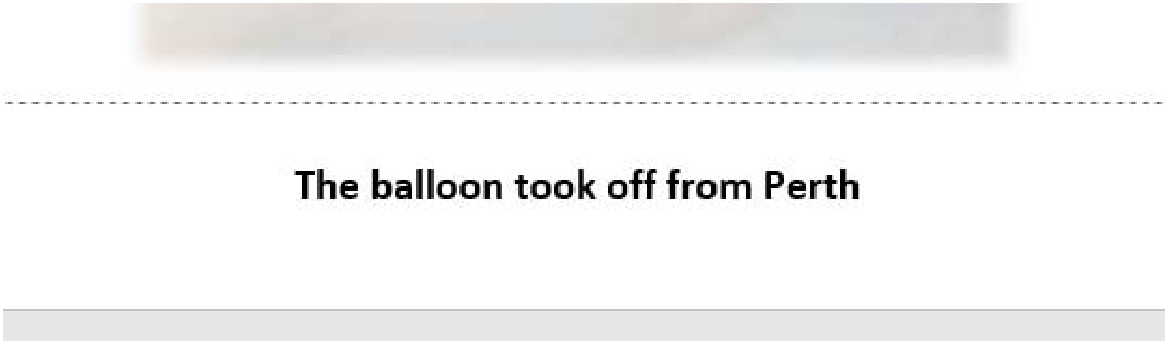
  NOTE: To change the text, select the text that you wish to replace and overtype with the new text.


References
Mailings
Review
View
Design
Tell me what you want to do...
Online Pictures
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
Options
Position

☐ Different First Page
☐ Different Odd & Even Pages
☑ Show Document Text
Header from Top: 0.49"
Footer from Bottom: 0.49"
Insert Alignment Tab

Rowan's First Flight in a Balloon

- Scroll down to view the footer text. Edit this text as illustrated below.

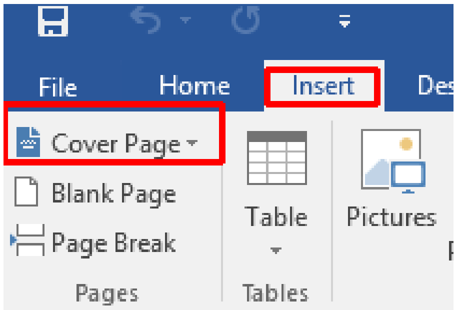


The balloon took off from Perth

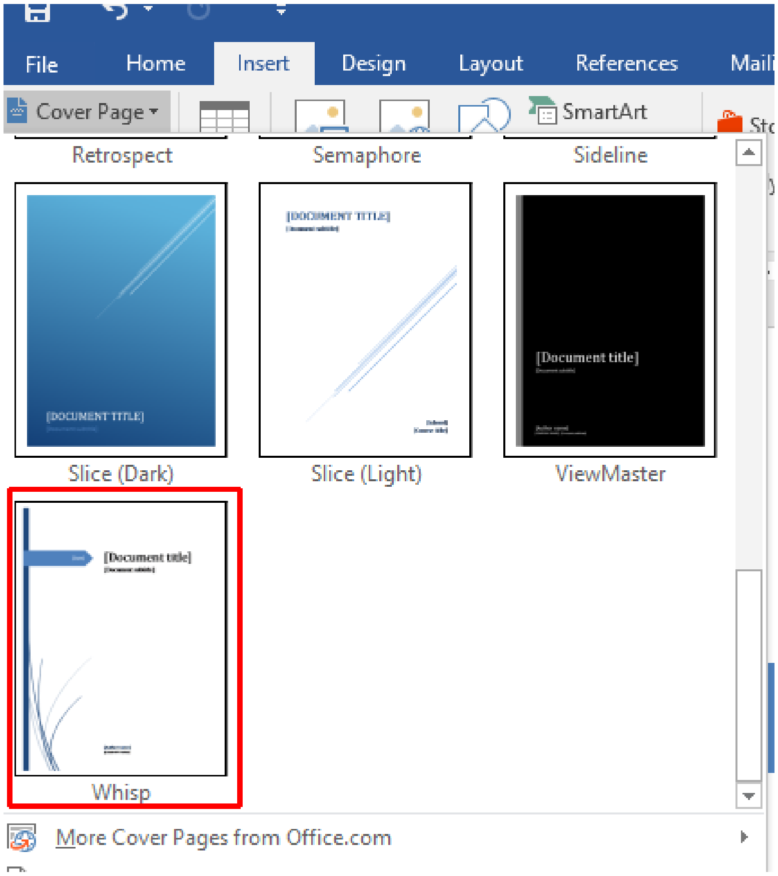
- Save your changes and close the document.

Cover pages

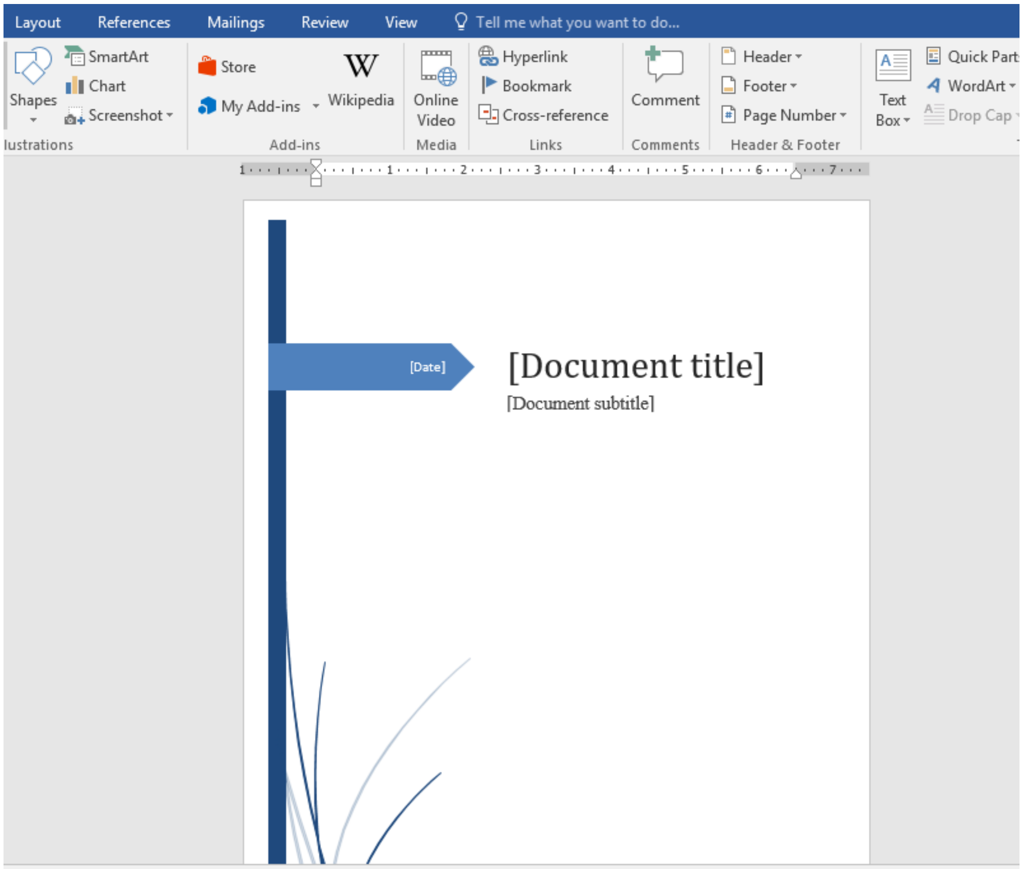
- This feature inserts a professional looking front cover page into your document.
- Open a document called **Cover page**. Click at the start of the document. Click on the **Insert** tab and then click on the **Cover Page** button (within the **Pages** group).


File
Home
Insert
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures

- This will display a drop down from which you can select a cover page type. In this case select the **Whisp** type.


File
Home
Insert
Design
Layout
References
Maili
Cover Page
SmartArt
Sto
Retrospect
Semaphore
Sideline
[DOCUMENT TITLE]
Slice (Dark)
[DOCUMENT TITLE]
Slice (Light)
[Document title]
ViewMaster
[Document title]
Whisp
More Cover Pages from Office.com

- Once you select a cover page type you will see the following.

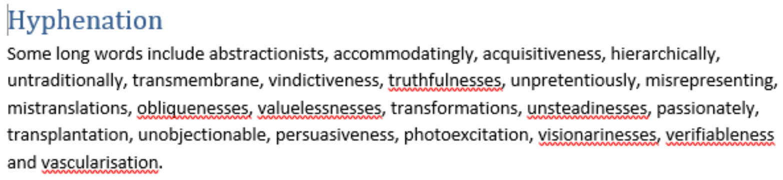

Layout
References
Mailings
Review
View
Tell me what you want to do...
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Wikipedia
Add-ins
Online Video
Media
Hyperlink
Bookmark
Cross-reference
Links
Comment
Comments
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
[Date]
[Document title]
[Document subtitle]

- Click on the **[Year]** control to insert the year.
- Click on the **[Document title]** control and then enter a title, such as '**About Computers**'.
- Scroll though the document to review your changes.
- Save your changes and close the file.

Applying Automatic Hyphenation

- If a word at the end of a line of text is too long to fit on that line Word 2016 will move that word to the beginning of the next line rather than hyphenate it. If you wish you can set up Word to automatically hyphenate text. You can even control the length of the area at the end of a line that will trigger automatic hyphenation, when required.

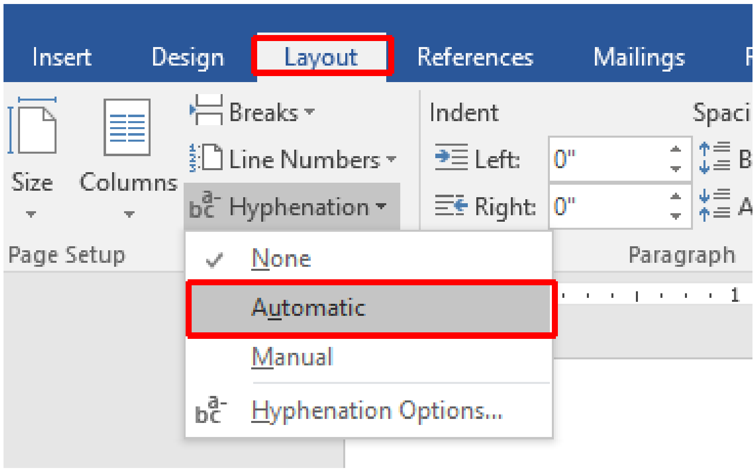
- Open a document called **Hyphenation**. The document will look something like the illustration below. You should see that hyphenation is not active.



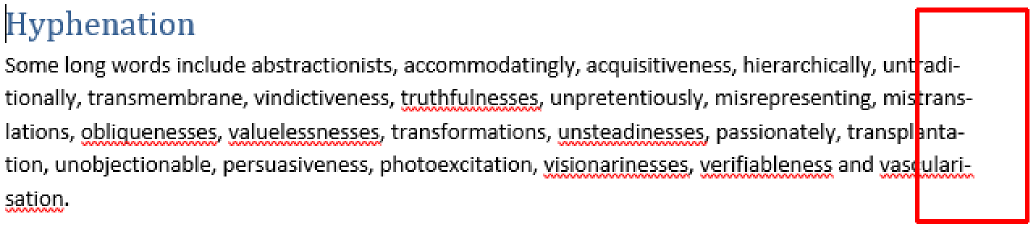
Hyphenation

Some long words include abstractionists, accommodatingly, acquisitiveness, hierarchically, untraditionally, transmembrane, vindictiveness, truthfulnesses, unpretentiously, misrepresenting, mistranslations, obliquenesses, valuelessnesses, transformations, unsteadinesses, passionately, transplantation, unobjectionable, persuasiveness, photoexcitation, visionarinesses, verifiableness and vascularisation.

- Click on the **Layout** tab and from within the **Page Setup** group, click on the **Hyphenation** button. From the drop down displayed click on the **Automatic** command.


Insert
Design
Layout
References
Mailings
Breaks
Line Numbers
Hyphenation
Size
Columns
Page Setup
Indent
Left: 0"
Right: 0"
Spaci
Paragraph
None
Automatic
Manual
Hyphenation Options...

- The document will now display hyphens at the end of some lines, as illustrated below.



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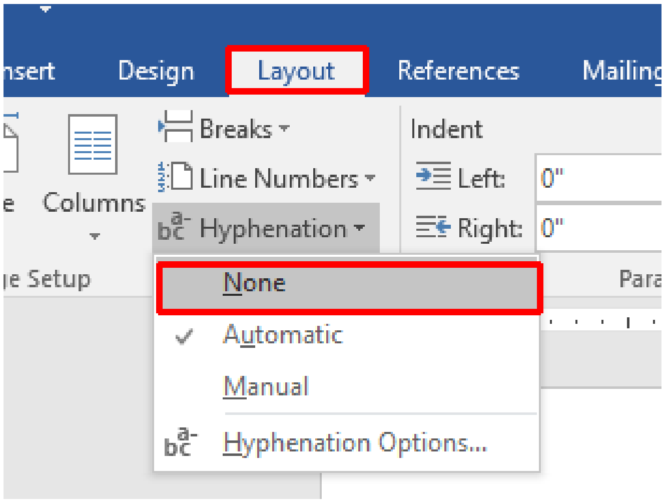
- Before continuing turn off automatic hyphenation by clicking on the **Page Layout** tab and from within the **Page Setup** group, click on the **Hyphenation** button. From the drop down displayed click on the **None** command, as illustrated below.

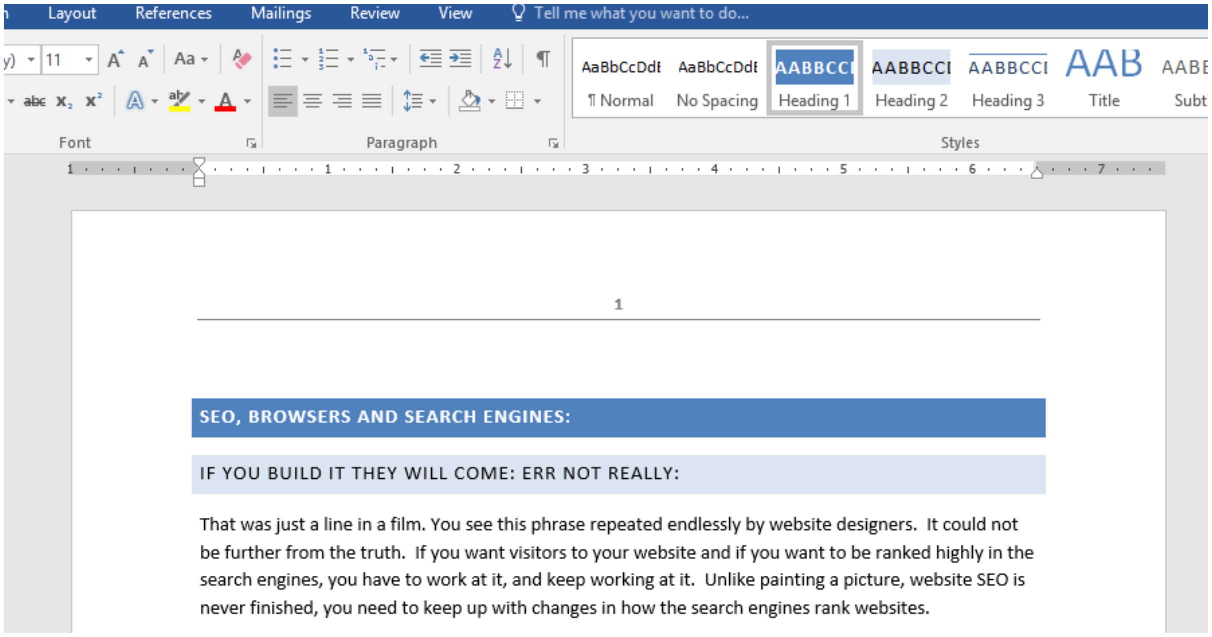

nsert
Design
Layout
References
Mailing
Breaks
Line Numbers
Hyphenation
Columns
e Setup
Indent
Left: 0"
Right: 0"
Para
None
Automatic
Manual
Hyphenation Options...

- Close your document without saving your changes.

Word 2016 Views and Document Navigation

Switching between Word Views

- Microsoft Word has a number of different views that you can use to display a document.
- Start Word and open a document called **Views** which will look like this.

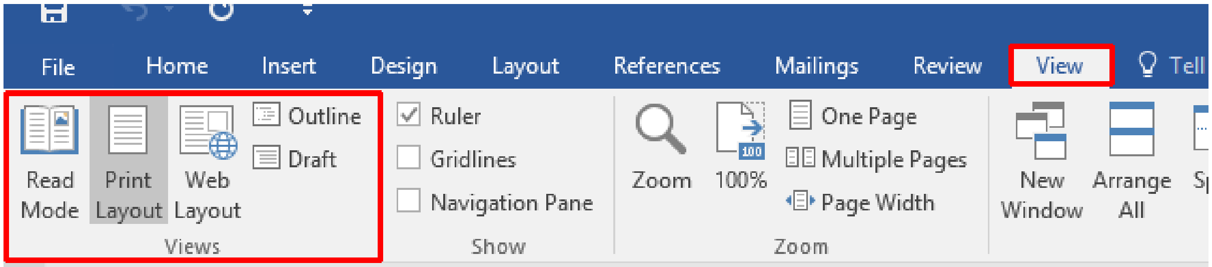

Layout
References
Mailings
Review
View
Tell me what you want to do...
11
Aa
AaBbCcDdE
¶ Normal
AaBbCcDdE
No Spacing
AABBCCI
Heading 1
AABBCCI
Heading 2
AABBCCI
Heading 3
AAB
Title
AABE
Subt
Font
Paragraph
Styles
1

SEO, BROWSERS AND SEARCH ENGINES:

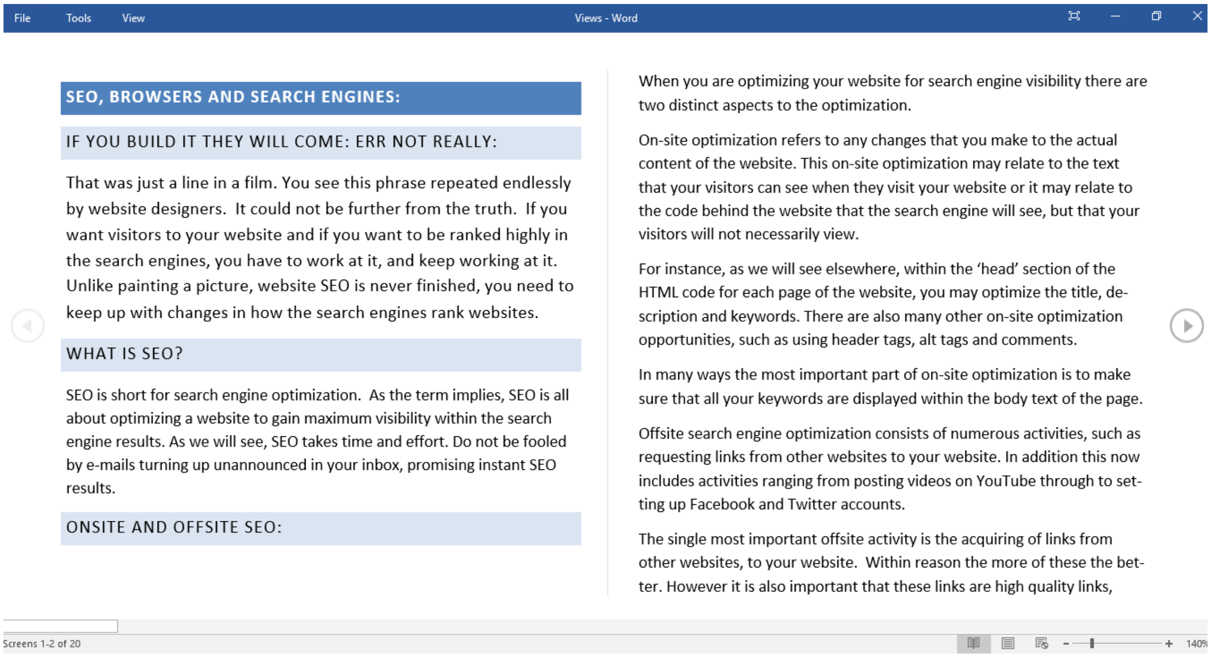
IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

That was just a line in a film. You see this phrase repeated endlessly by website designers. It could not be further from the truth. If you want visitors to your website and if you want to be ranked highly in the search engines, you have to work at it, and keep working at it. Unlike painting a picture, website SEO is never finished, you need to keep up with changes in how the search engines rank websites.

- Click on the **View** tab and look at the options within the **Views** section.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Sp

- By default, the **Print Layout** view is displayed. Click on the **Read Mode** icon and the screen will change to look like this. As you can see this view makes is easier to read the document on your screen, as the screen clutter is not displayed.



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WHAT IS SEO?

SEO is short for search engine optimization. As the term implies, SEO is all about optimizing a website to gain maximum visibility within the search engine results. As we will see, SEO takes time and effort. Do not be fooled by e-mails turning up unannounced in your inbox, promising instant SEO results.

ONSITE AND OFFSITE SEO:

When you are optimizing your website for search engine visibility there are two distinct aspects to the optimization.

On-site optimization refers to any changes that you make to the actual content of the website. This on-site optimization may relate to the text that your visitors can see when they visit your website or it may relate to the code behind the website that the search engine will see, but that your visitors will not necessarily view.

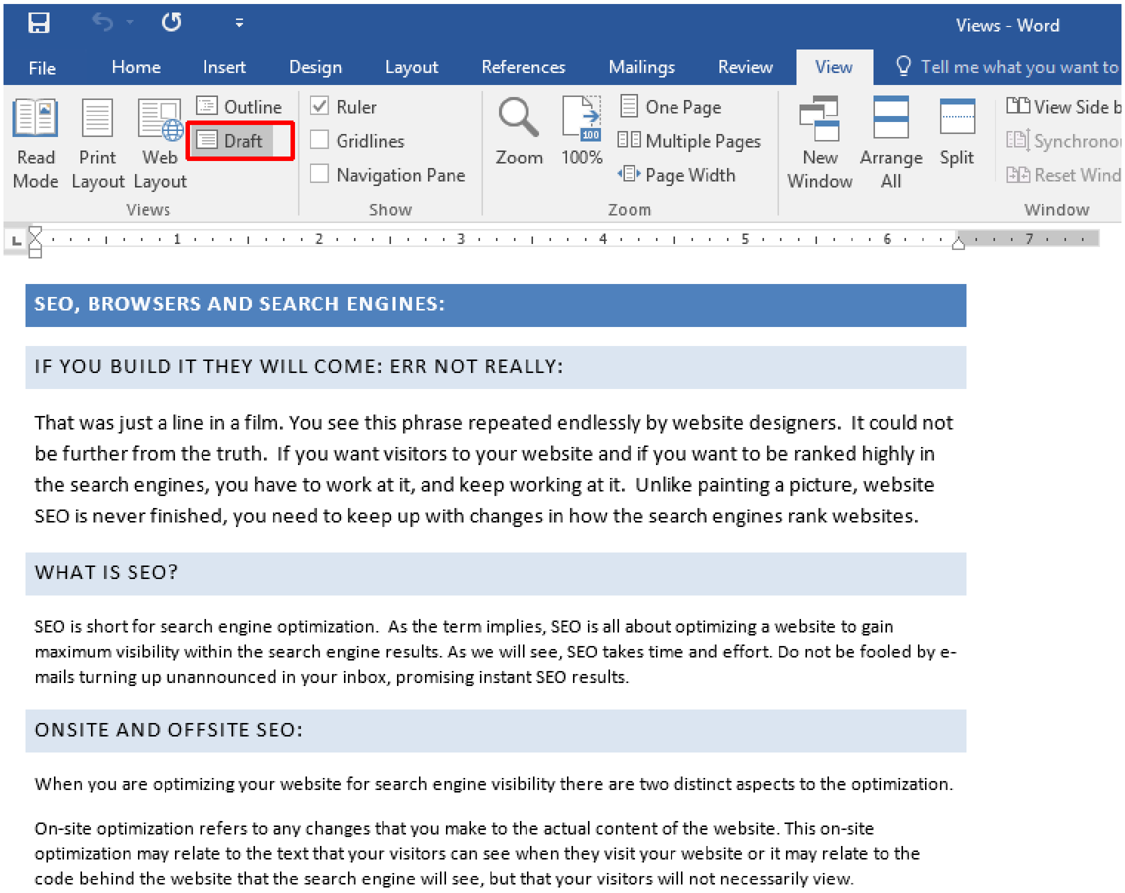
For instance, as we will see elsewhere, within the ‘head’ section of the HTML code for each page of the website, you may optimize the title, description and keywords. There are also many other on-site optimization opportunities, such as using header tags, alt tags and comments.

In many ways the most important part of on-site optimization is to make sure that all your keywords are displayed within the body text of the page.

Offsite search engine optimization consists of numerous activities, such as requesting links from other websites to your website. In addition this now includes activities ranging from posting videos on YouTube through to setting up Facebook and Twitter accounts.

The single most important offsite activity is the acquiring of links from other websites, to your website. Within reason the more of these the better. However it is also important that these links are high quality links,

- Press the **Esc** key to return to the **Print Layout** view.
- Click on the **Draft** button and the document will be displayed in draft mode.


Views - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to
Read Mode
Print Layout
Web Layout
Outline
Draft
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Views
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Split
View Side b
Synchronou
Reset Wind
Window

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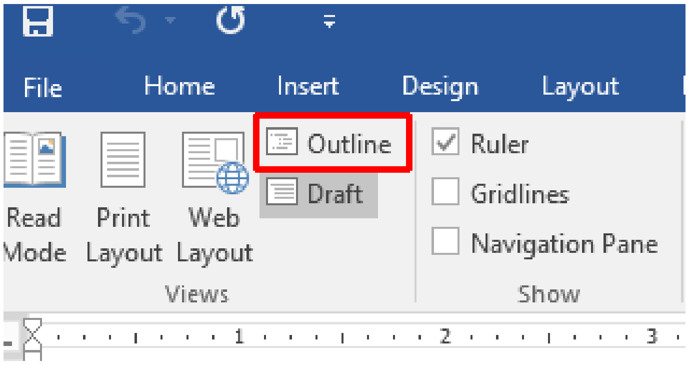
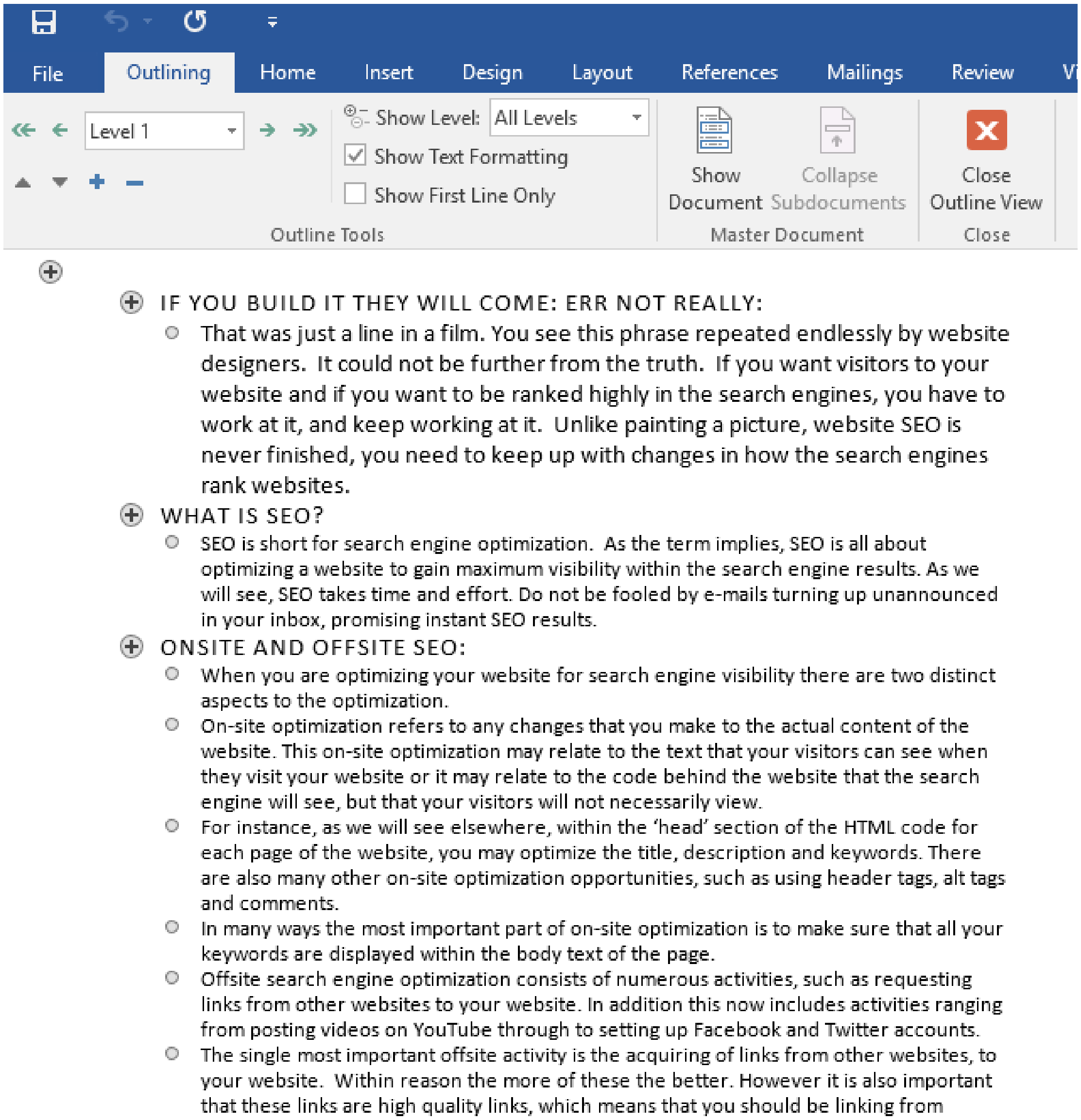
- Click on the **Outline** icon to display the document in Outline mode.


File
Home
Insert
Design
Layout
Read Mode
Print Layout
Web Layout
Outline
Draft
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Views
Show

The document will look like this. Outline view is useful when viewing long documents, as you can easily identify headings and sections within the document.


File
Outlining
Home
Insert
Design
Layout
References
Mailings
Review
Level 1
Show Level: All Levels
Show Text Formatting
Show First Line Only
Outline Tools
Show Document
Collapse Subdocuments
Master Document
Close Outline View
Close

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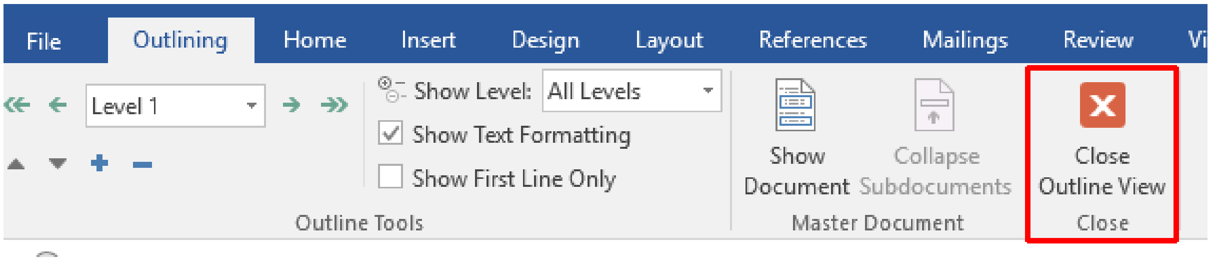
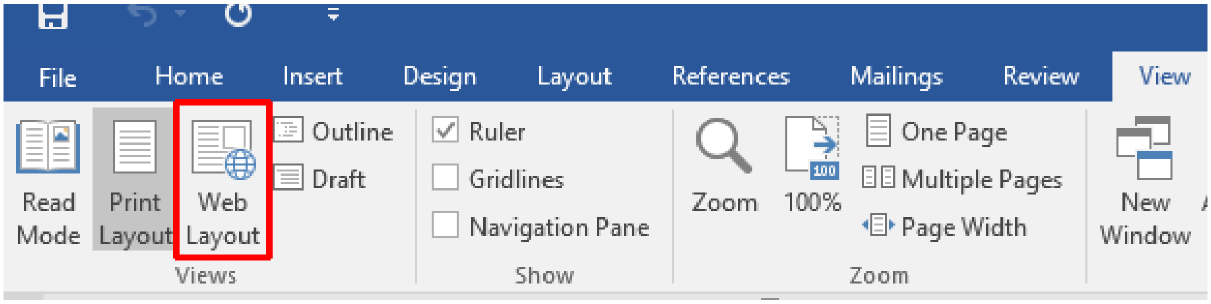
- The single most important offsite activity is the acquiring of links from other websites, to your website. Within reason the more of these the better. However it is also important that these links are high quality links, which means that you should be linking from

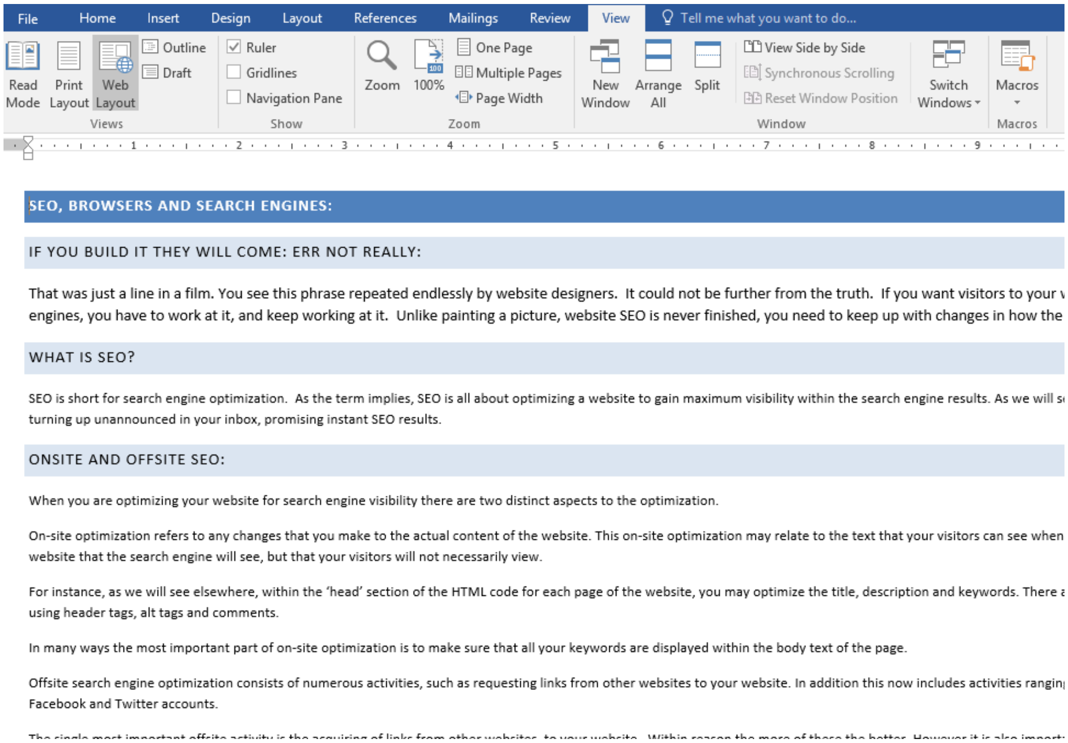
- To close the Outline view, click on the **Close Outline View** button.


File
Outlining
Home
Insert
Design
Layout
References
Mailings
Review
Level 1
Show Level: All Levels
Show Text Formatting
Show First Line Only
Outline Tools
Show Document
Collapse Subdocuments
Master Document
Close Outline View
Close

- Click on the **Web Layout** icon.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window

- This will display the document as it would appear on a web site.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Split
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Window
Macros
Macros

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When you are optimizing your website for search engine visibility there are two distinct aspects to the optimization.

On-site optimization refers to any changes that you make to the actual content of the website. This on-site optimization may relate to the text that your visitors can see when
website that the search engine will see, but that your visitors will not necessarily view.

For instance, as we will see elsewhere, within the ‘head’ section of the HTML code for each page of the website, you may optimize the title, description and keywords. There
using header tags, alt tags and comments.

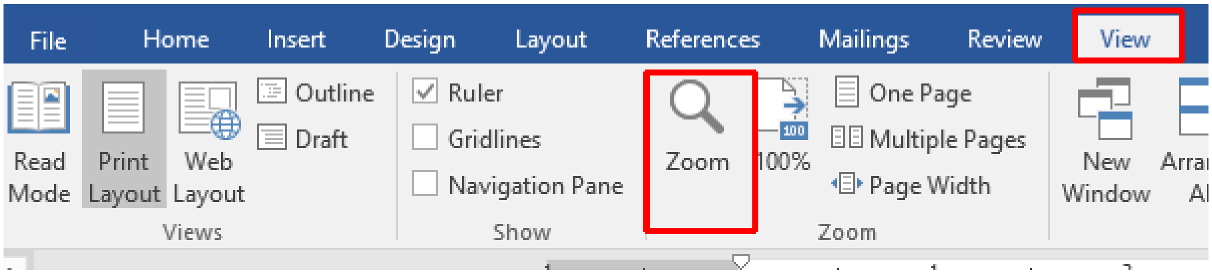
In many ways the most important part of on-site optimization is to make sure that all your keywords are displayed within the body text of the page.

Offsite search engine optimization consists of numerous activities, such as requesting links from other websites to your website. In addition this now includes activities rangin
Facebook and Twitter accounts.

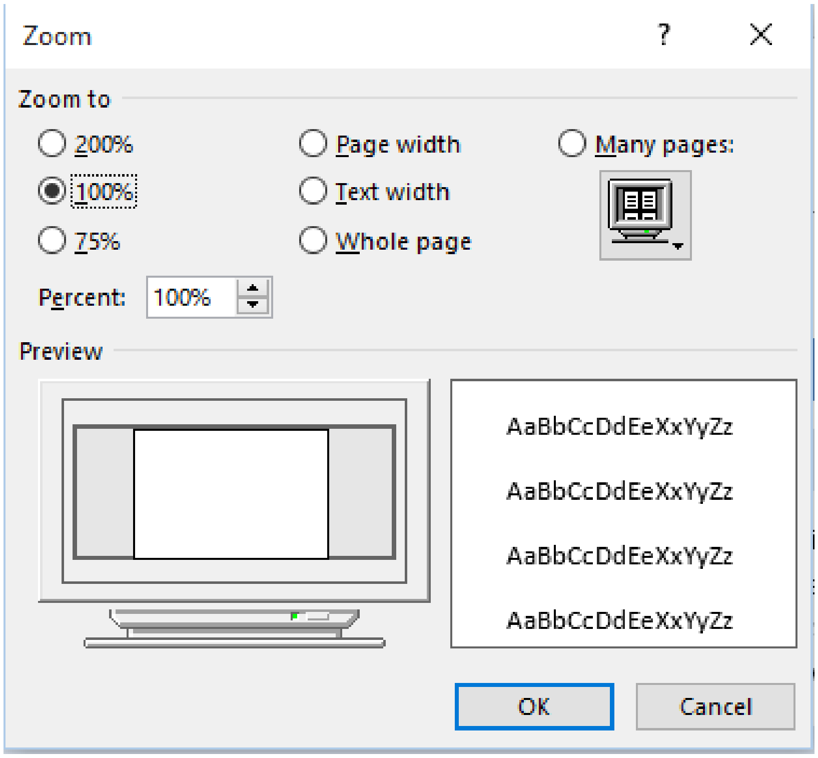
- Click on the **Print Layout** icon to return to the default view display.

Using the Zoom tool

- You can click on the **Zoom** icon to magnify or reduce the display. You will find this icon within the **Zoom** section of the **View** tab.

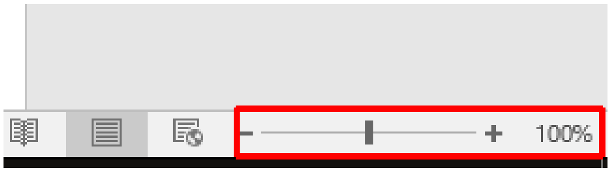

File
Home
Insert
Design
Layout
References
Mailings
Review
View
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arra
Al

- This will display the **Zoom** dialog box. Experiment with different levels of zoom.


Zoom
?
Zoom to
○ 200%
● 100%
○ 75%
○ Page width
○ Text width
○ Whole page
○ Many pages:
Percent: 100%
Preview
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
AaBbCcDdEeXxYyZz
OK
Cancel

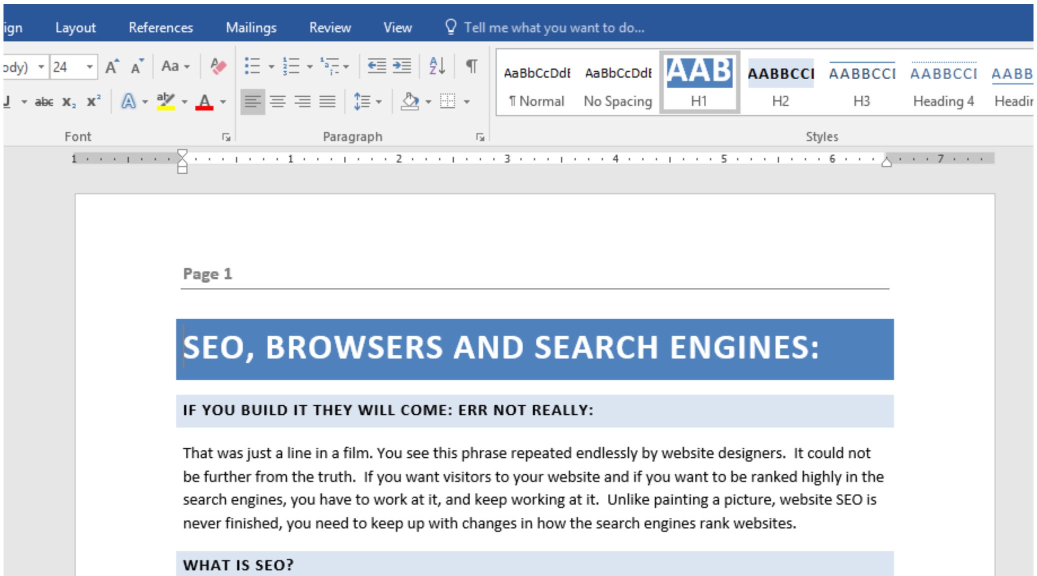
- Reset the **Zoom** level back to **100%**.
- Close Word without saving any changes that you may have made.

TIP: You can also use the **zoom slider** tool. Displayed at the bottom-right of the Microsoft Word screen.



Navigating through documents

- Open a document called **Navigating**.


ign
Layout
References
Mailings
Review
View
Tell me what you want to do...
24
Aa
AaBbCcDdI
¶ Normal
AaBbCcDdI
No Spacing
AAB
H1
AABBCCI
H2
AABBCCI
H3
AABBCCI
Heading 4
AABB
Headir
Font
Paragraph
Styles

Page 1

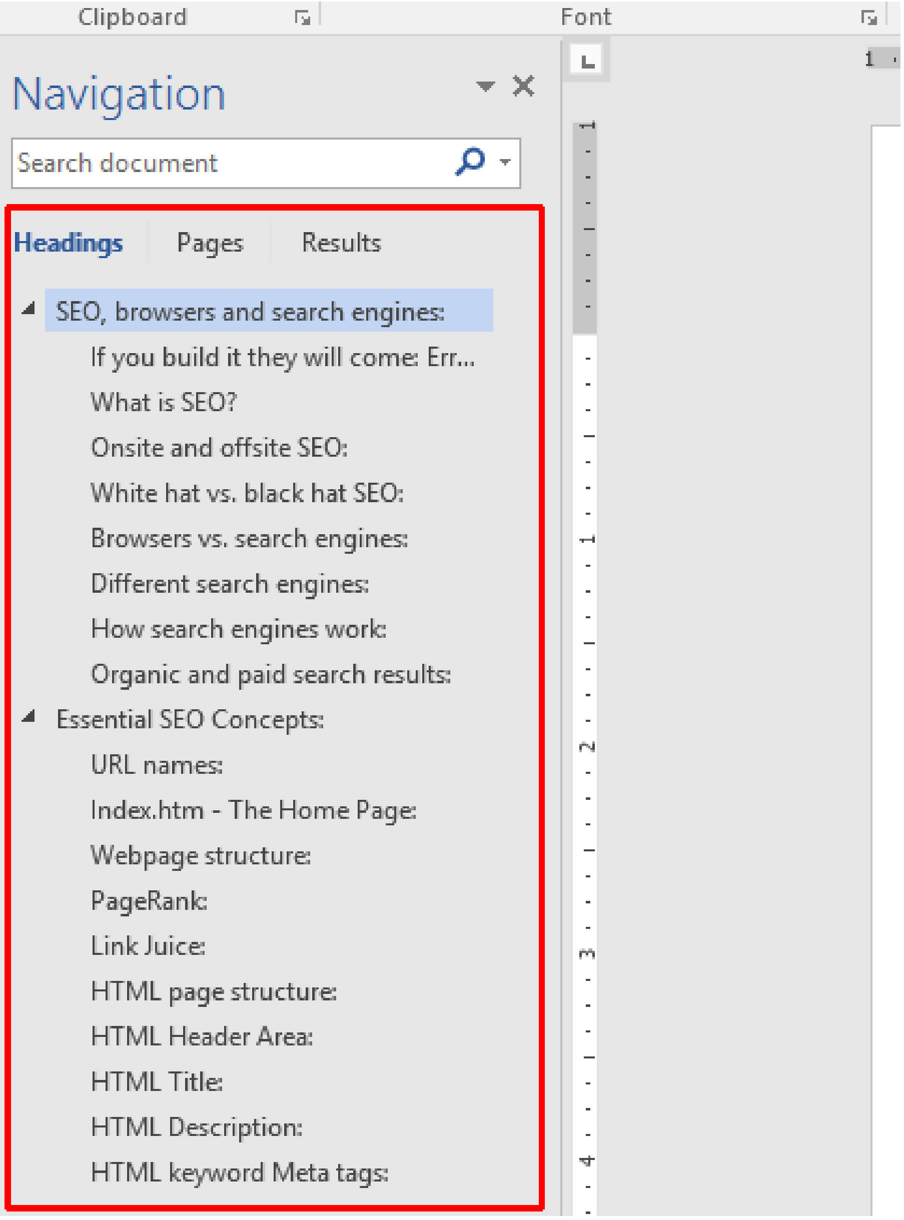
SEO, BROWSERS AND SEARCH ENGINES:

IF YOU BUILD IT THEY WILL COME: ERR NOT REALLY:

That was just a line in a film. You see this phrase repeated endlessly by website designers. It could not be further from the truth. If you want visitors to your website and if you want to be ranked highly in the search engines, you have to work at it, and keep working at it. Unlike painting a picture, website SEO is never finished, you need to keep up with changes in how the search engines rank websites.

WHAT IS SEO?

- This document contains text that has been marked within Heading styles. The first line has been marked with a Heading one style. The next line of text is marked with a Heading 2 style.
- If you look at the Navigation pane, displayed to the left of the document you will see this document structure is used to display the document.



SEO, browsers and search engines:
If you build it they will come: Err...
What is SEO?
Onsite and offsite SEO:
White hat vs. black hat SEO:
Browsers vs. search engines:
Different search engines:
How search engines work:
Organic and paid search results:
Essential SEO Concepts:
URL names:
Index.htm - The Home Page:
Webpage structure:
PageRank:
Link Juice:
HTML page structure:
HTML Header Area:
HTML Title:
HTML Description:
HTML keyword Meta tags:

- The other items within the Navigation pane are Header 2 styles. Try clicking on any of the items within the Navigation list and as you will see you ‘jump’ directly to that item. As you can see for documents that have been formatted using heading styles, the navigation pane is a great way of moving about within the document.
- You will see how to add style information to a document in a later section.

- Close the document without saving your changes.

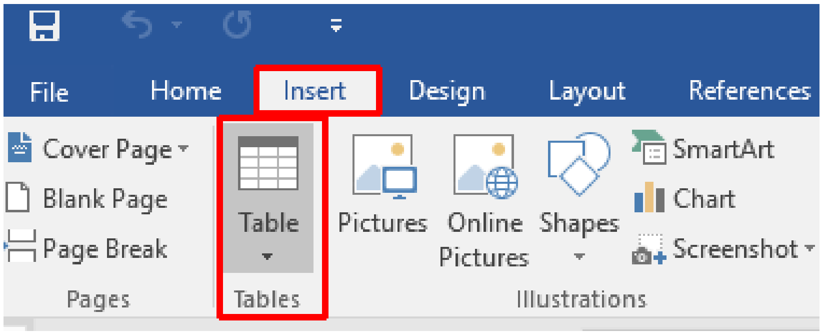
Tables

Using tables

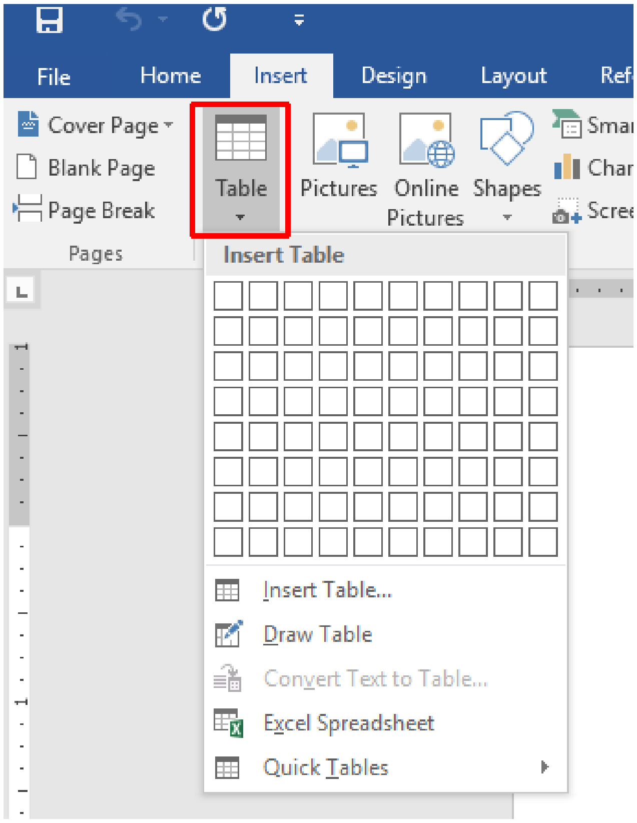
- You can insert a table into your document. Each cell within the table can display text or a picture. Each cell or the entire table can be formatted as required.

Inserting a table

- Open a document called **Tables**. Read the instructions within this document. We are going to insert a table containing 4 columns and 3 rows.
- Display the **Insert** tab and you will see the **Tables** group displayed as illustrated.


File
Home
Insert
Design
Layout
References
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations

- Clicking on the **Table** button will display the following.


File
Home
Insert
Design
Layout
Ref
Cover Page
Blank Page
Page Break
Pages
Table
Pictures
Online Pictures
Shapes
Smar
Char
Scree
Insert Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

- If you move the mouse pointer over the cells displayed in the drop down, you will see that a preview version of the table is displayed within your document.

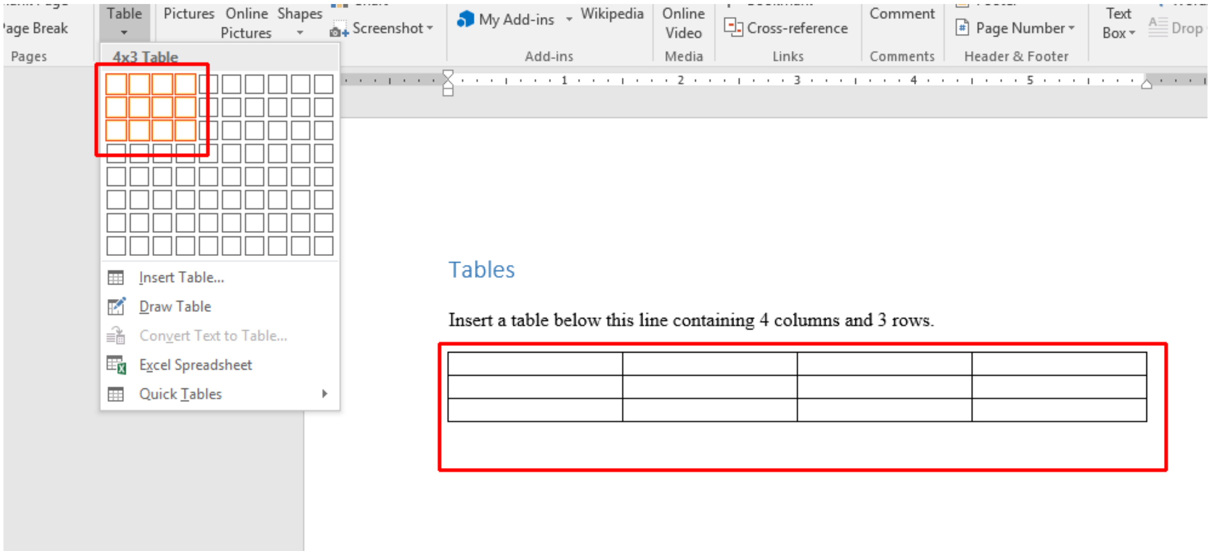
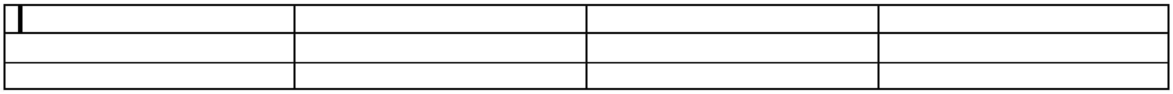


Table
Page Break
Pages
Pictures
Online Pictures
Shapes
Screenshot
My Add-ins
Wikipedia
Add-ins
Online Video
Media
Cross-reference
Links
Comment
Comments
Page Number
Header & Footer
Text Box
Drop
4x3 Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

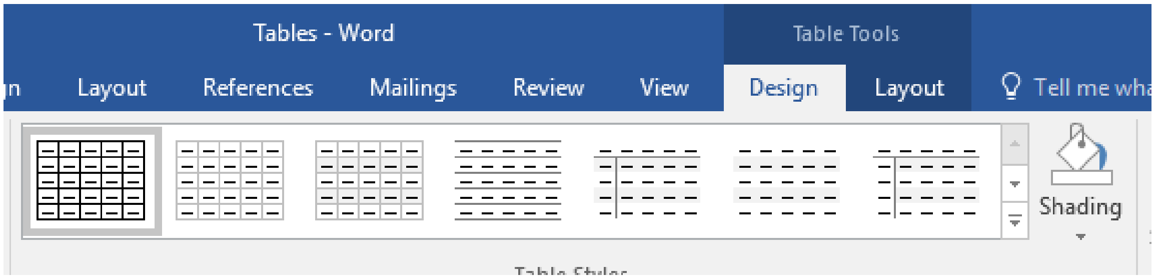
Tables

Insert a table below this line containing 4 columns and 3 rows.

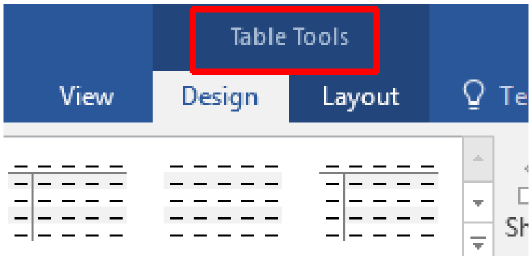
- Click when you see a **4x3 Table** displayed. The table will be inserted into the document, as illustrated.



- Notice that the display at the top of your screen has changed. As you are within the table you have just selected, Microsoft Word automatically displays commands and options related to modifying and formatting your table.



- Click outside your table and the ribbon will display its original commands. Re-clicking within the table will again display Table related commands. If you do not see the table commands displayed, you will notice that there is a **Table Tools** option displayed at the top of your page (above the normal tabs). Click on this to display your table related commands again.



Navigating within a table

- Click within the first cell in the table. Type in the name of the town or city in which you live.
- To move to the next cell, press the **Tab** key (or click within the cell using the mouse pointer). Type in the name of another town or city. Carry on in a similar fashion until all the cells contain the name of a town or city.
- Try pressing **Shift+Tab**. As you will see this moves you to the previous cell.

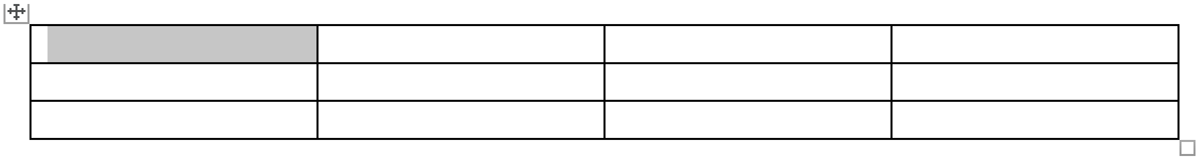
Selecting and editing text within a table

- Click within the first cell. Double click on the word within this cell and change the word to your first name. Navigate to the second cell and overwrite the contents with your second name. You can edit the text within a cell rather than replace the entire text by selecting the part of the text you wish to edit and then typing in your changes.

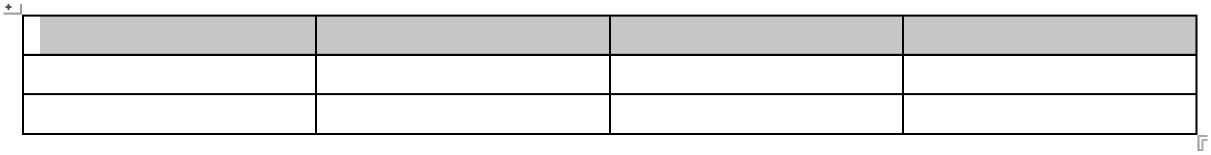
Selecting cells, rows, columns or the entire table

- It is important to know how to select elements within your table. Practice these selection techniques using the table you have created.

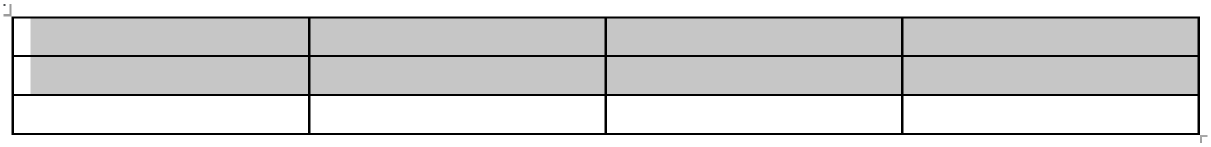
  To select a cell.
  Move the mouse pointer to the left side of the cell you want to select. The mouse pointer will change to the shape of a small solid black arrow pointing upwards and to the right. Click when you see the pointer change to this shape and the cell will be selected.



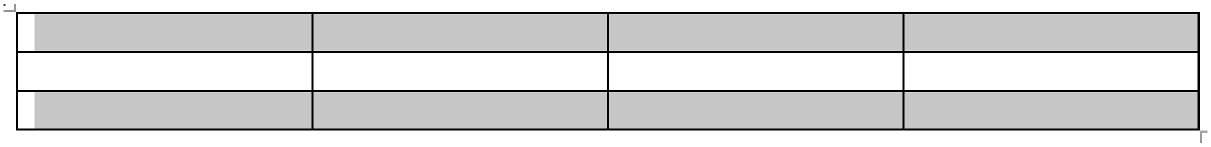
  To select a row.
  Move the mouse pointer to the left of the row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected.



  To select multiple rows which are next to each other.
  Move the mouse pointer to the left of the first row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected. Hold down the **Shift** key and then click on the last row of the block of cells you wish to select.

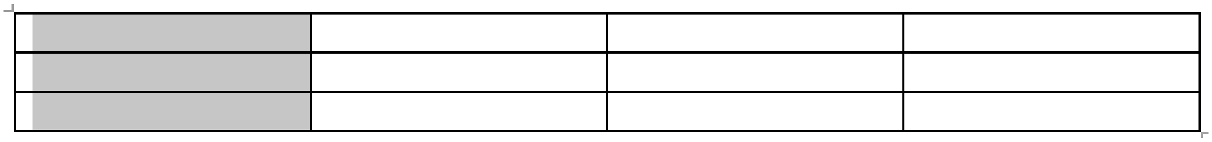


  To select multiple rows which are not connected to each other.
  Move the mouse pointer to the left of the first row you want to select. When the mouse pointer changes to the shape of an arrow, click once and the row will be selected. Hold down the **Ctrl** key while clicking to select other rows.

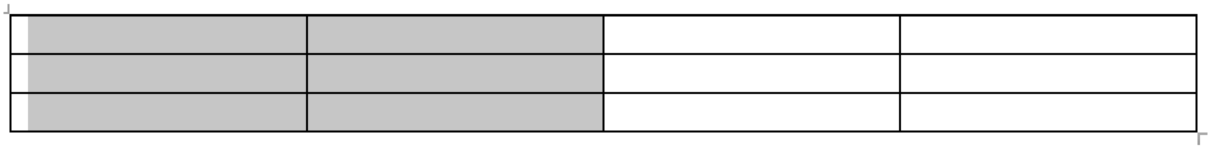


  To select a column.
  Move the mouse pointer to the area just above the column you want to select. When the

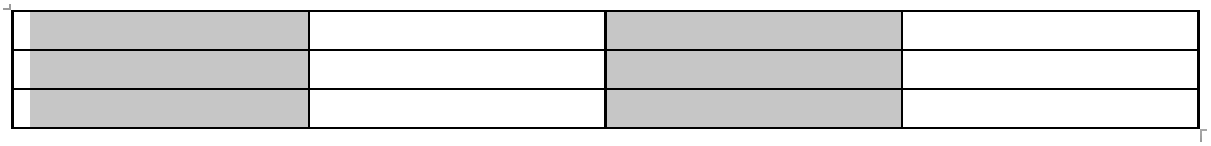
mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected.



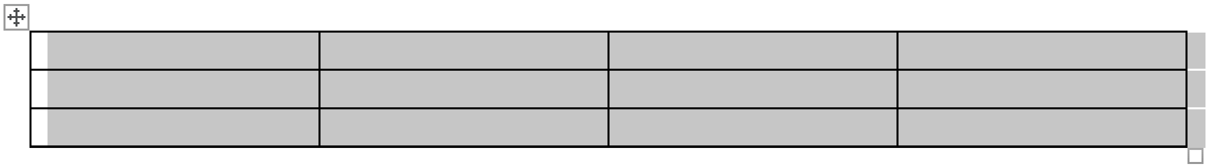
To select multiple columns which are next to each other.
Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected. While holding down the **Shift** key, click above the column at the end of the block of columns that you want to select.



To select multiple columns which are not next to each other.
Move the mouse pointer to the area just above the first column you want to select. When the mouse pointer changes to the shape of a small, black, down-pointing arrow, click once and the column will be selected. While holding down the **Ctrl** key, click above the other columns that you wish to select. Release the **Ctrl** key when you have finished selecting columns.



To select the entire table.
Click within the last cell of the table. While holding the mouse button down, move to the first cell within the table. When you release the mouse button the entire table will be selected.

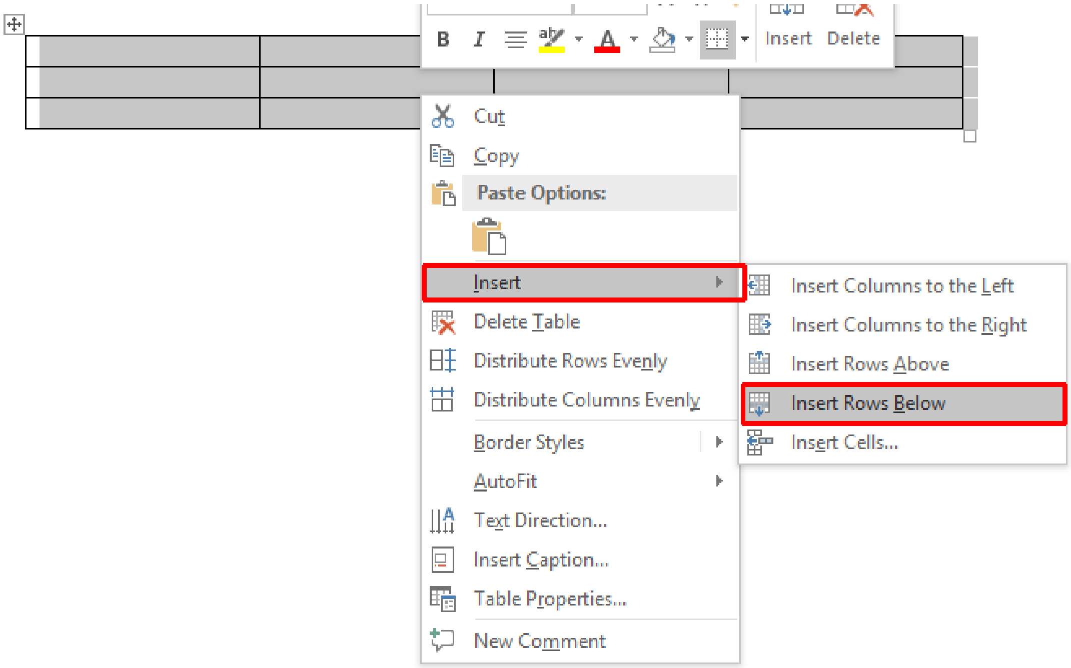


Inserting and deleting rows and columns

- Once you have created a table it is very easy to insert or delete new rows or columns.

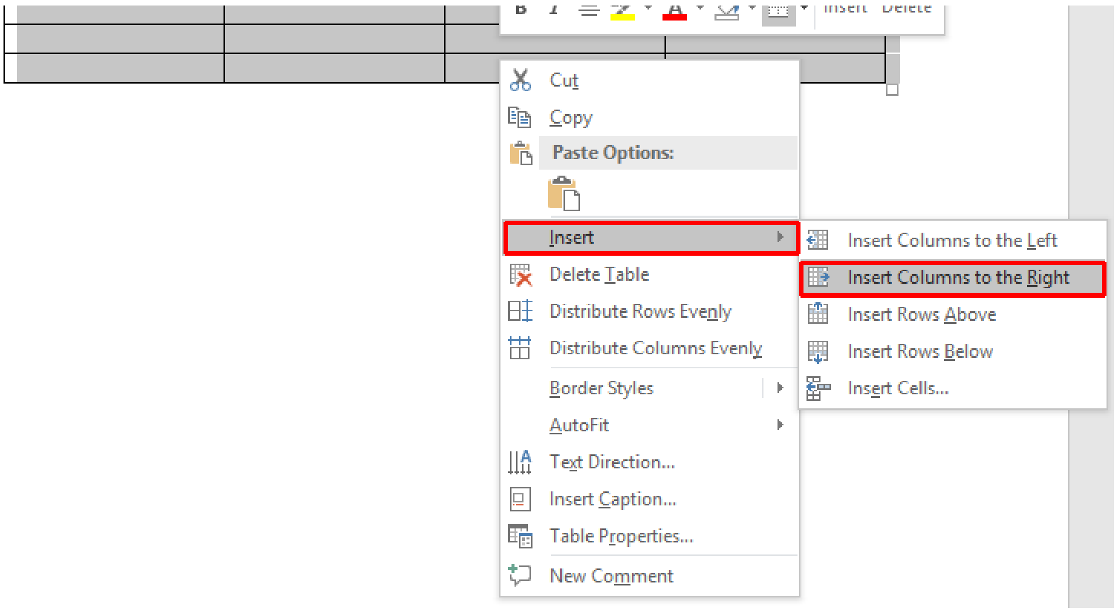
- **To insert a row.**
  Select the second row within your table and right-click over the selected row. You will see a

popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a row above or below the row you selected. In this case insert a row below the selected row.


B
I
Insert
Delete
Cut
Copy
Paste Options:
Insert
Delete Table
Distribute Rows Evenly
Distribute Columns Evenly
Border Styles
AutoFit
Text Direction...
Insert Caption...
Table Properties...
New Comment
Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Insert Cells...

- **To delete a row.**
  Select the first row within your table and right click over the selected row. From the popup menu displayed select the **Delete Rows** command. Use the **Undo** icon (towards the top-left of your screen) to undo this deletion.

- **To insert a column.**
  Select the second column within your table and right-click over the selected column. You will see a popup menu displayed. Click on the **Insert** command and you will see a submenu displayed, as illustrated. You can insert a column to the left or to the right of the column you selected. In this case insert a column to the right of the selected column.


Insert
Delete
Cut
Copy
Paste Options:
Insert
Delete Table
Distribute Rows Evenly
Distribute Columns Evenly
Border Styles
AutoFit
Text Direction...
Insert Caption...
Table Properties...
New Comment
Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Insert Cells...

- **To delete a column.**
  Select the second column within your table and right click over the selected column. From the popup menu displayed select the **Delete Columns** command. Use the **Undo** icon (towards the top-left of your screen) to undo this deletion.

Modifying column width or row height

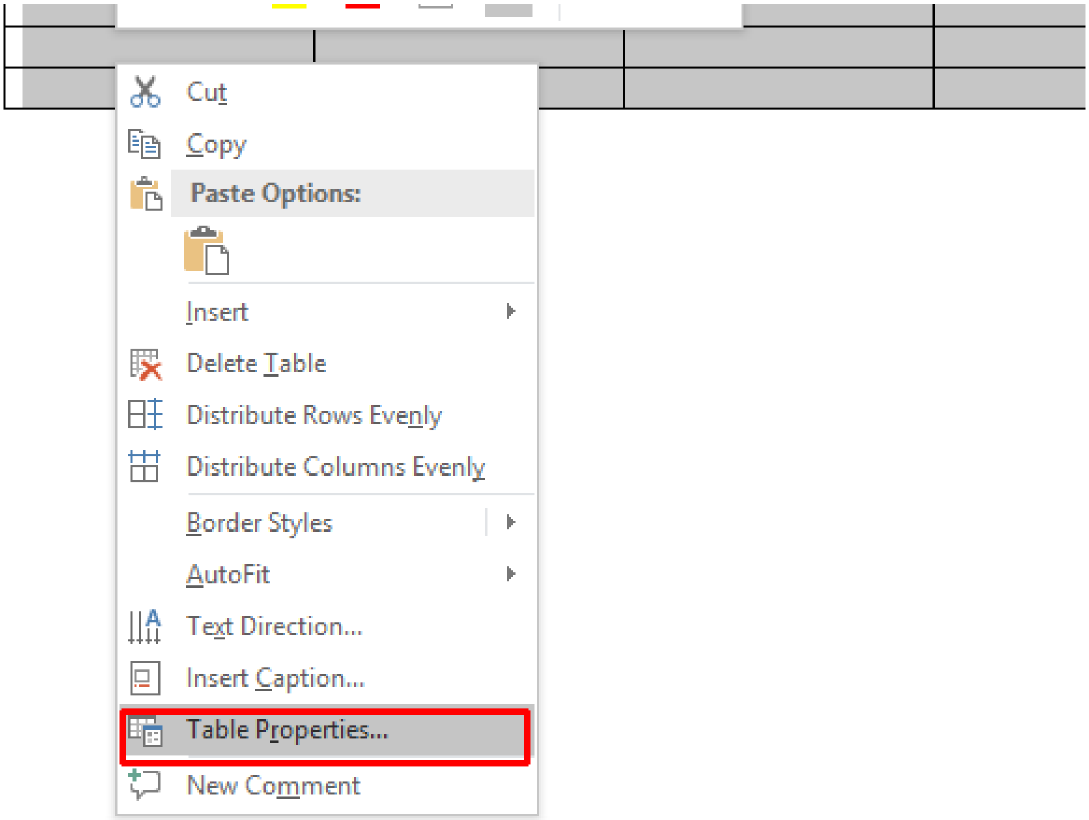
- It is easy to reduce or increase row heights. You can also make columns wider or narrower. You can use 'drag and drop' techniques using the mouse or you can set exact heights or widths using the **Table Properties** dialog box.

- **Using the mouse to adjust column width or row height.**
  Move the mouse pointer within the table until it is over the vertical edge of one of the columns. The shape of the mouse pointer changes to a shape made up of two small vertical lines with arrows pointing out horizontally. When the mouse pointer changes, depress the mouse button and move the mouse to the left or right as required. When you release the mouse button the width of the column will be altered.

  You can use the same technique to adjust the row height, but this time move the mouse pointer to the horizontal edge of any row, and then drag and drop the edge as required.

  Experiment with adjusting row heights and columns widths using this method.

- Adjusting column width or row height using exact measurements.
  Select the row (or rows) that you wish to change the height of. Right click over the selected row(s) and from the popup menu displayed select the **Table Properties** command.


Cut
Copy
Paste Options:
Insert
Delete Table
Distribute Rows Evenly
Distribute Columns Evenly
Border Styles
AutoFit
Text Direction...
Insert Caption...
Table Properties...
New Comment

- This will display the **Table Properties** dialog box. Select the **Row** tab within this dialog box, as illustrated.

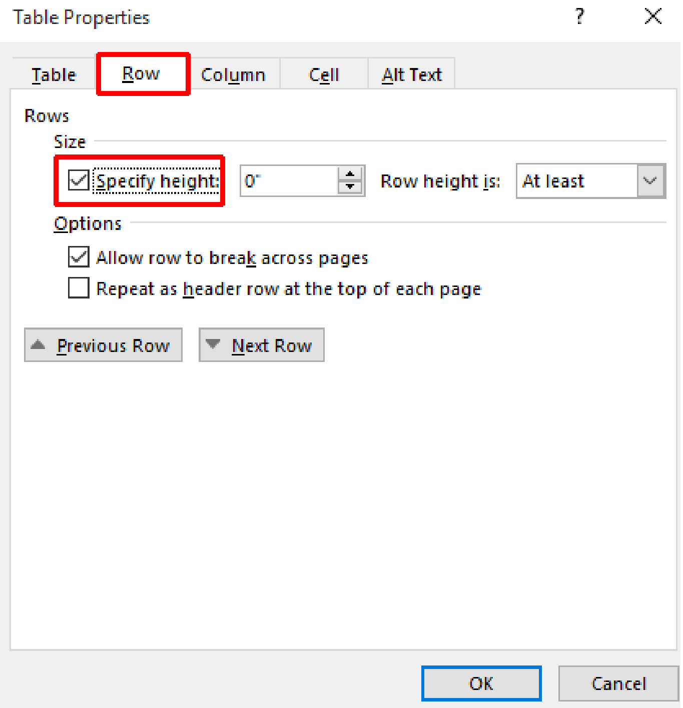


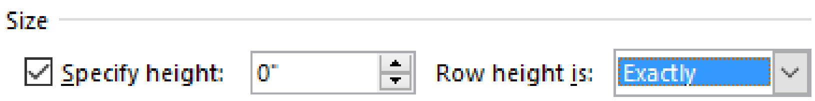
Table Properties
?
Table
Row
Column
Cell
Alt Text
Rows
Size
Options
Previous Row
Next Row
OK
Cancel

☑ Specify height: 0" Row height is: At least

☑ Allow row to break across pages

☐ Repeat as header row at the top of each page

Click on the **Specify height** check box. Use the **Up** or **Down** controls to set the exact row height and then in the '**Row height is**' section, select '**Exactly**'.



Size

☑ Specify height: 0"

Row height is: Exactly

NOTE: You can use the **Previous Row** and **Next Row** button to set each row in the table to a different height as required. When you have finished click on the **OK** button to close the dialog box.

Previous Row
Next Row

You can set exact column widths using the same method, but you need to select the **Column** tab within the dialog box. You can use the **Previous Column** and **Next Column** buttons to adjust each column width within the table.

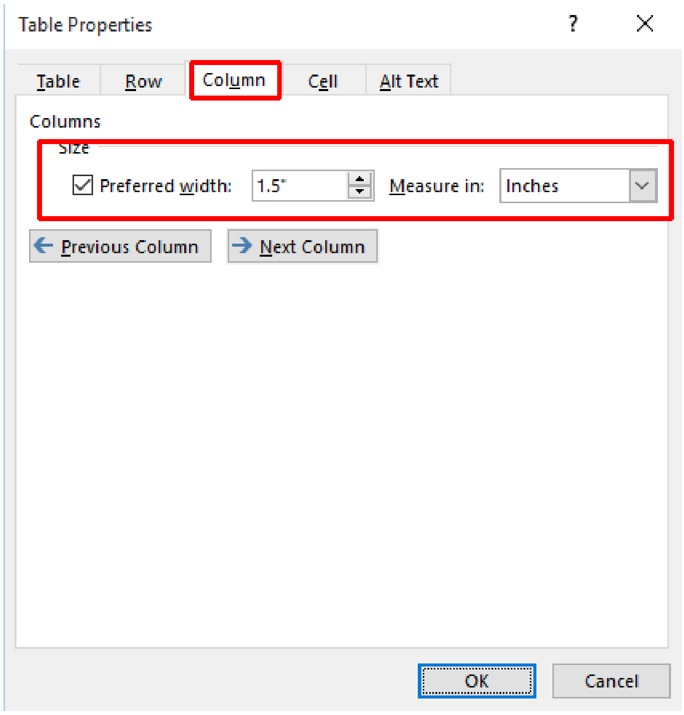


Table Properties
?
Table
Row
Column
Cell
Alt Text

Columns

Size

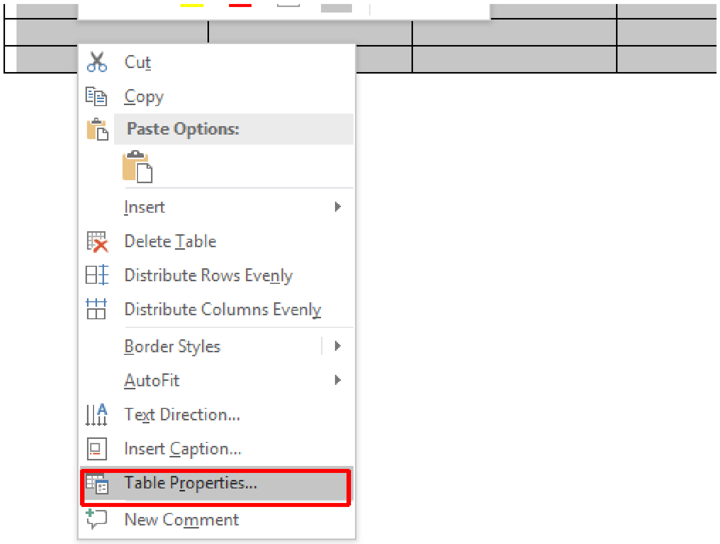
☑ Preferred width: 1.5"

Measure in: Inches

Previous Column
Next Column
OK
Cancel

Modifying the table width

- Right click on the table and from the popup menu displayed select the **Table Properties** command.


Cut
Copy
Paste Options:
Insert
Delete Table
Distribute Rows Evenly
Distribute Columns Evenly
Border Styles
AutoFit
Text Direction...
Insert Caption...
Table Properties...
New Comment

- The **Table Properties** dialog box is displayed. Under the **Table** tab within the dialog box, click on the **Preferred Width** check box, and also enter a preferred width for the table. Click on the **OK** button to set the table width.

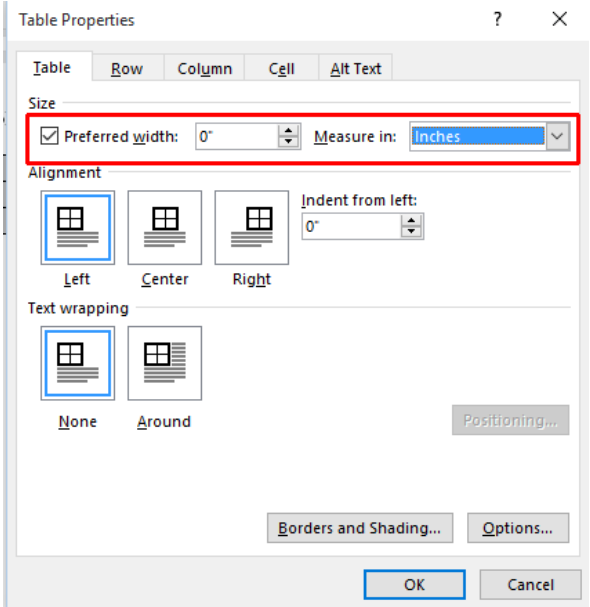


Table Properties
?
Table
Row
Column
Cell
Alt Text
Size
Alignment
Left
Center
Right
Text wrapping
None
Around
Positioning...
Borders and Shading...
Options...
OK
Cancel

☑ Preferred width: 0"

Measure in: Inches

Indent from left: 0"

Modifying table styles

- Click within the table. You will see the **Table Tools** tab displayed above the normal tabs.

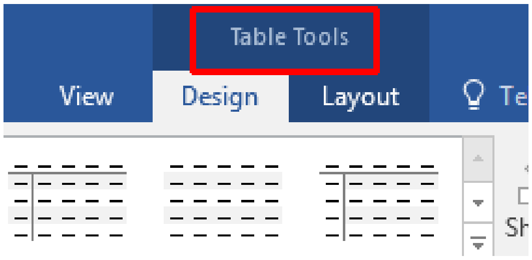
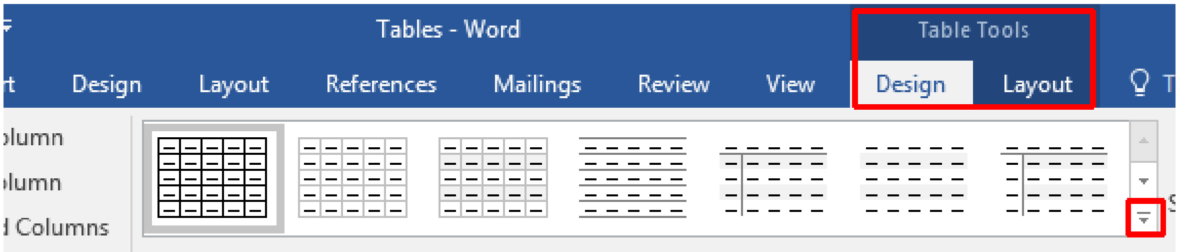
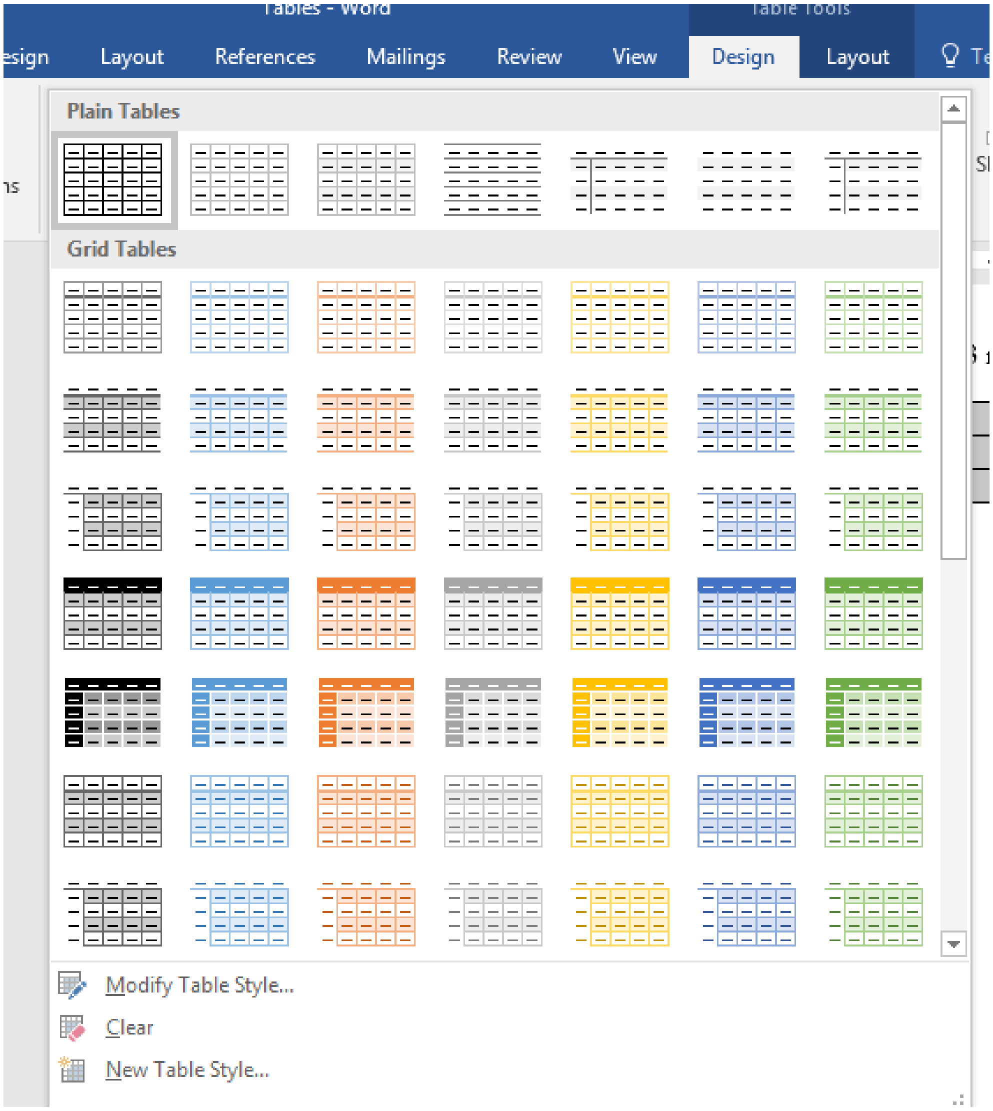


Table Tools
View
Design
Layout

- Move the mouse pointers over the **Table Styles** thumbnails, and you will see different formatting applied to the table.


Tables - Word
Design
Layout
References
Mailings
Review
View
Table Tools
Design
Layout

- Click on the **down arrow** at the bottom-right of the **Tables Styles** section to see more table styles, and experiment with applying these additional styles.

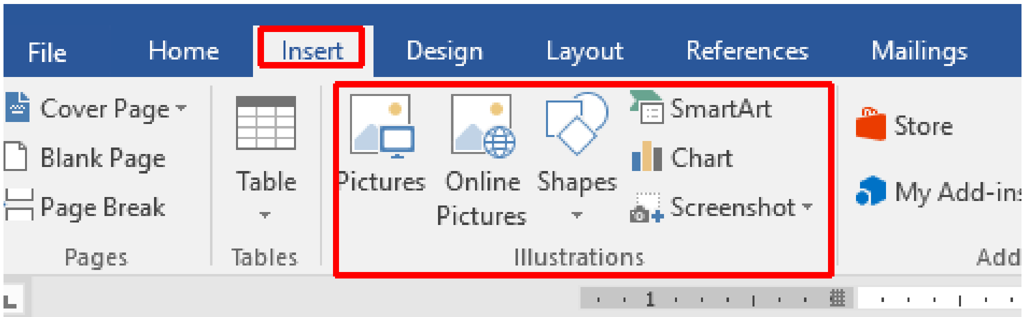

Tables - Word
Table Tools
esign
Layout
References
Mailings
Review
View
Design
Layout
Te
Plain Tables
Grid Tables
Modify Table Style...
Clear
New Table Style...

- Save your changes and close the document.

Using graphics within Microsoft Word

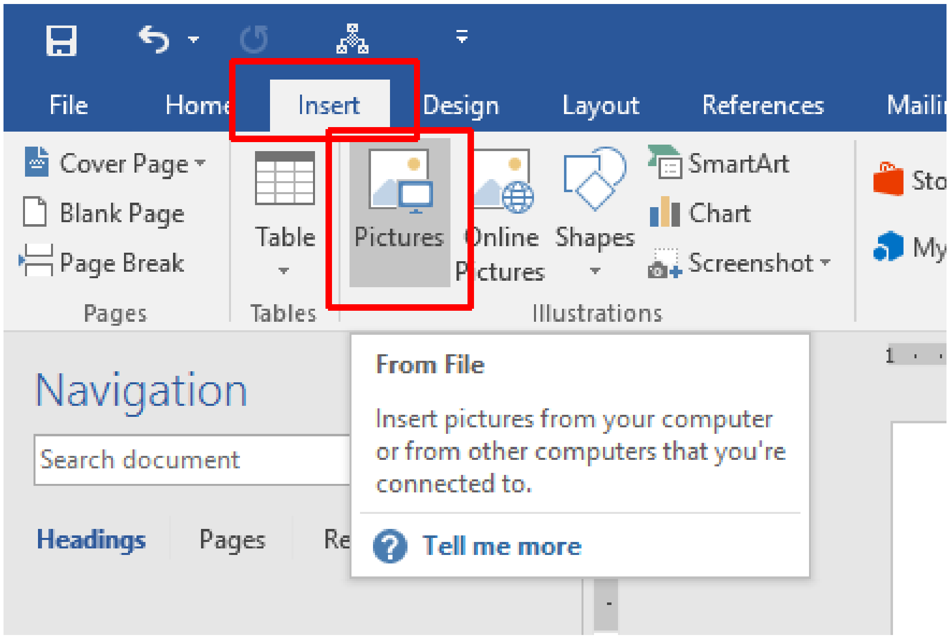
Types of graphics that you can insert into Word 2016

- Microsoft Word has a range of illustration formats that can be inserted into a document, including Pictures, ClipArt, Shapes, SmartArt and Charts.


File
Home
Insert
Design
Layout
References
Mailings
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Add

Inserting Pictures

- Create a new document, by pressing **Ctrl+N**.
- Click on the **Insert** tab and then click on the **Pictures** icon.


File
Home
Insert
Design
Layout
References
Maili
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Sto
My
Navigation
Search document
Headings
Pages
Re

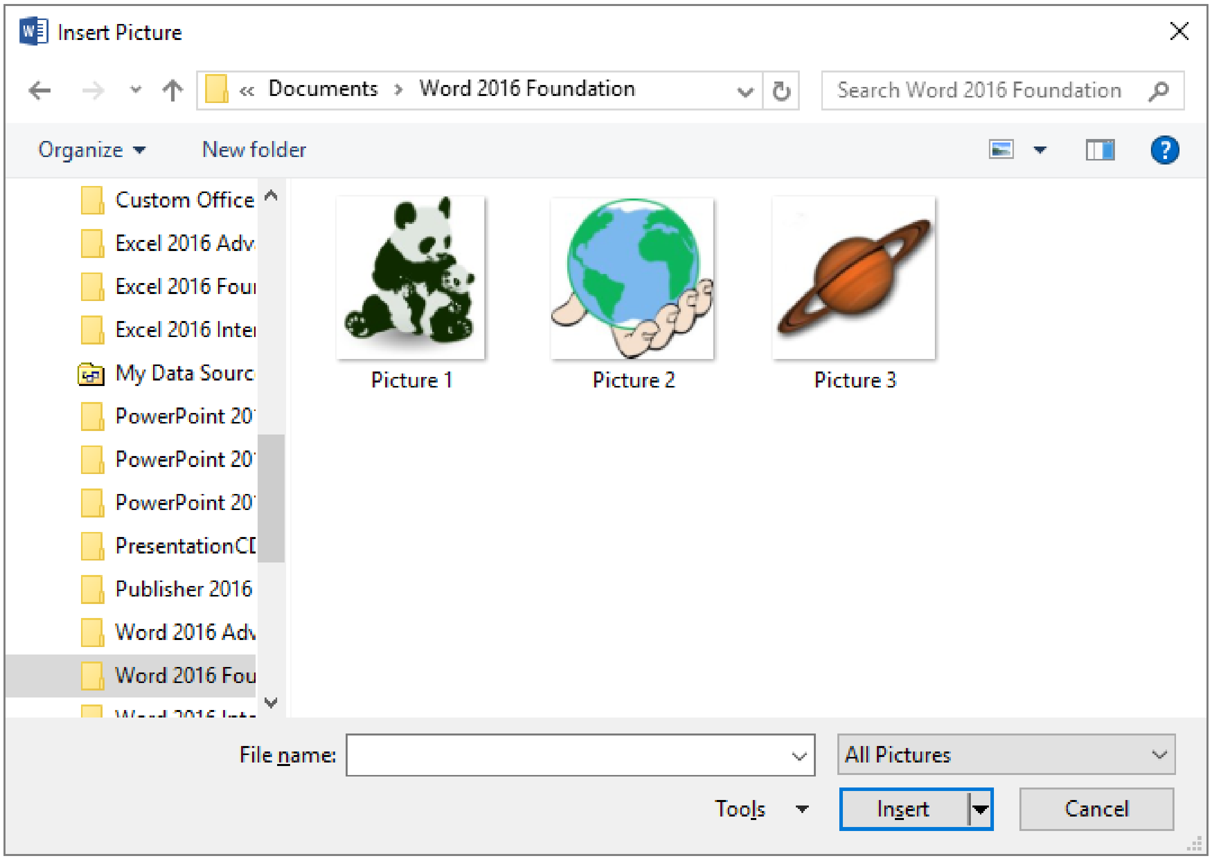
From File

Insert pictures from your computer or from other computers that you're connected to.

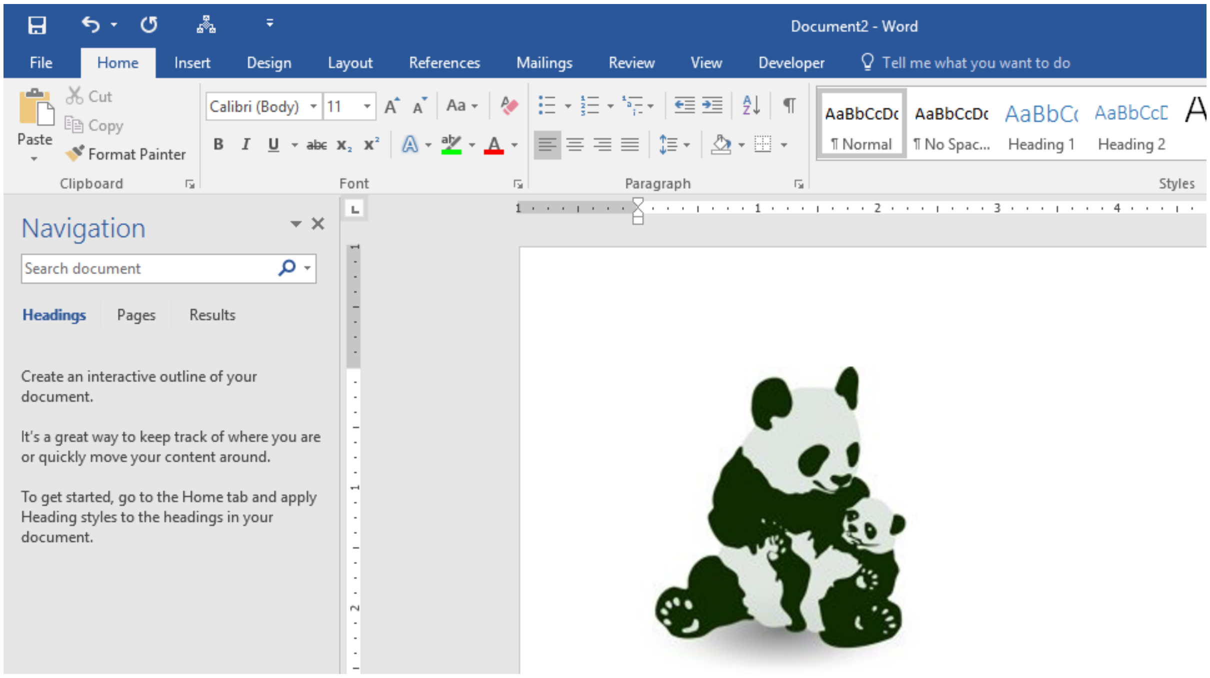
Tell me more

This will display the **Insert Picture** dialog box.

- Navigate to the folder containing your sample files for this course, as illustrated below.


Insert Picture
Documents › Word 2016 Foundation
Search Word 2016 Foundation
Organize
New folder
Custom Office
Excel 2016 Adv
Excel 2016 Four
Excel 2016 Inter
My Data Sourc
PowerPoint 20
PowerPoint 20
PowerPoint 20
PresentationCD
Publisher 2016
Word 2016 Adv
Word 2016 Fou
Picture 1
Picture 2
Picture 3
File name:
All Pictures
Tools
Insert
Cancel

- Select one of the pictures and then either double click on the selected picture or click on the **Insert** button. This will insert the picture into your document.


Document2 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaBbC(
Heading 1
AaBbCcD
Heading 2
Styles
Navigation
Search document
Headings
Pages
Results

Create an interactive outline of your document.

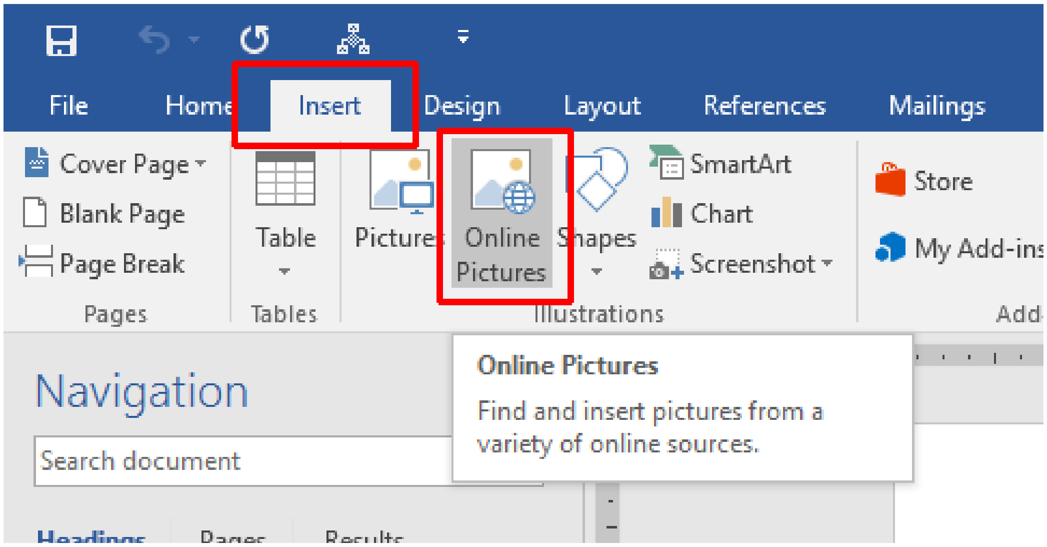
It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

- Save the document as a file called **Inserting Pictures**. Close the document.

Inserting Online Pictures

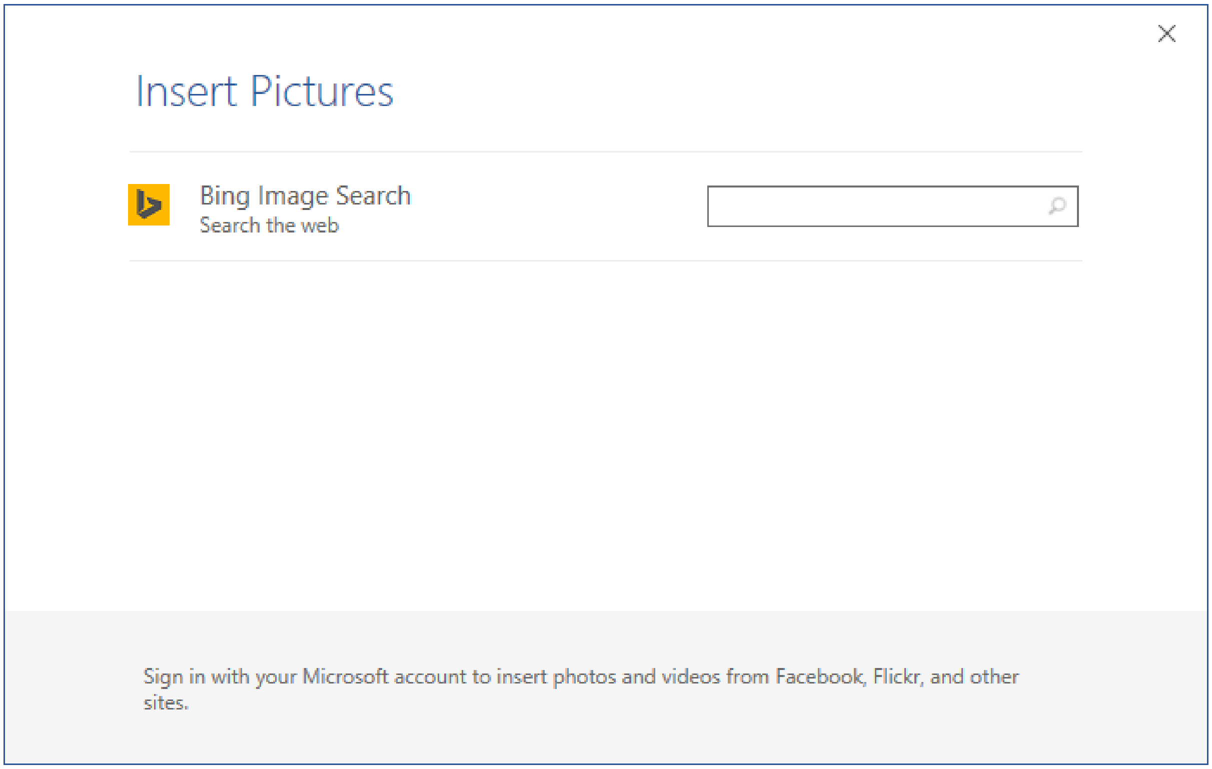
- Create a new document, by pressing **Ctrl+N**.
- Click on the **Insert** tab and then click on the **Online Pictures** button.


File
Home
Insert
Design
Layout
References
Mailings
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Add
Navigation
Search document
Headings
Pages
Results

Online Pictures

Find and insert pictures from a variety of online sources.

- This will display the **Insert Pictures** dialog box.

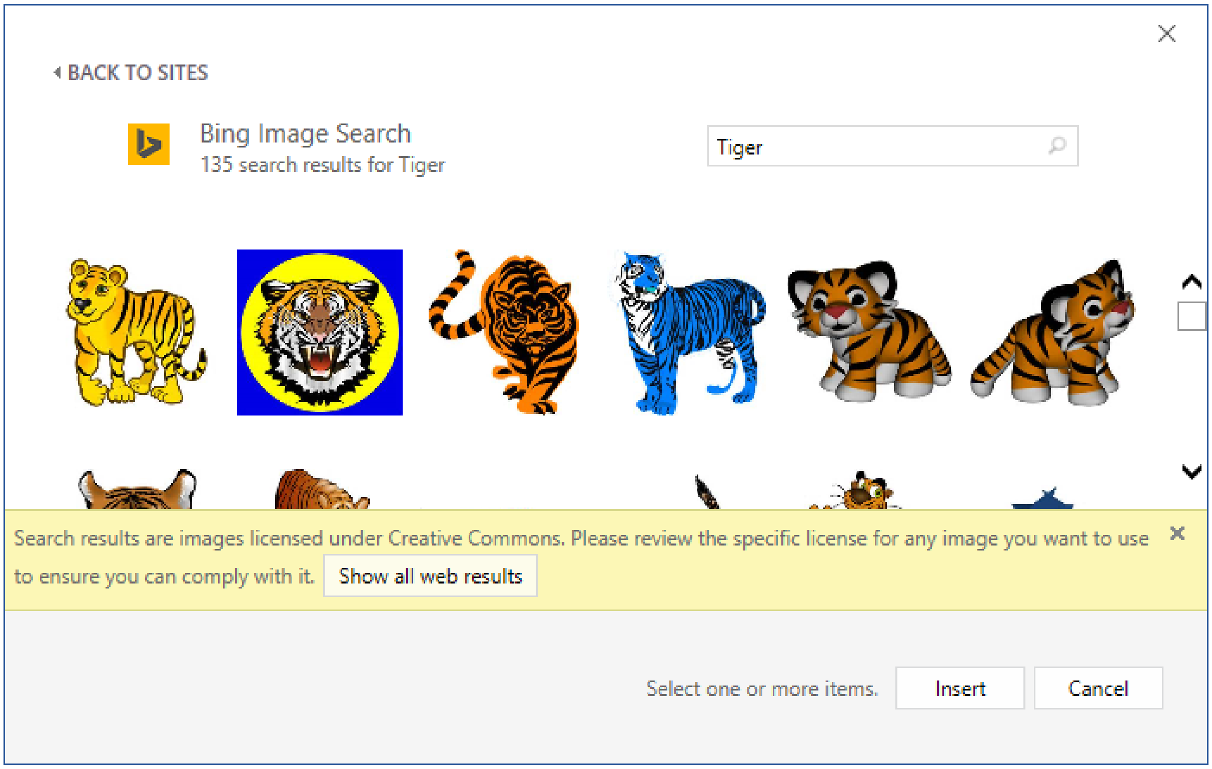


Insert Pictures

Bing Image Search
Search the web

Sign in with your Microsoft account to insert photos and videos from Facebook, Flickr, and other sites.

- Within the search box, type in a word that describes the type of picture you want, such as **Tiger** and then press the **Enter** key. Pictures matching your search will be displayed, as illustrated.

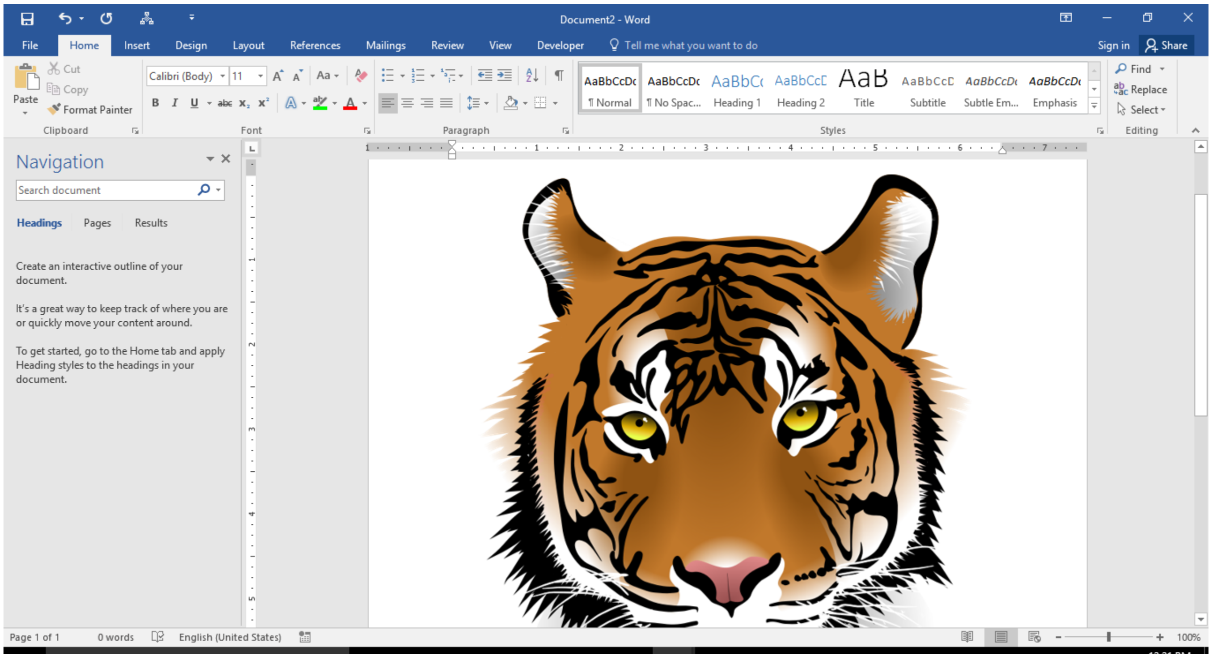

BACK TO SITES
Bing Image Search
Tiger
Show all web results
Insert
Cancel

135 search results for Tiger

Search results are images licensed under Creative Commons. Please review the specific license for any image you want to use to ensure you can comply with it.

Select one or more items.

- Select the picture you want, remembering that you can scroll down for more pictures in many cases.
- Once you have selected a picture, click on the **Insert** button to insert the picture.


Document2 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Tell me what you want to do
Sign in
Share
Cut
Copy
Paste
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbCc Heading 1
AaBbCcE Heading 2
AaB Title
AaBbCcD Subtitle
AaBbCcDc Subtle Em...
AaBbCcDc Emphasis
Styles
Find
Replace
Select
Editing
Navigation
Search document
Headings
Pages
Results
Page 1 of 1
0 words
English (United States)
100%

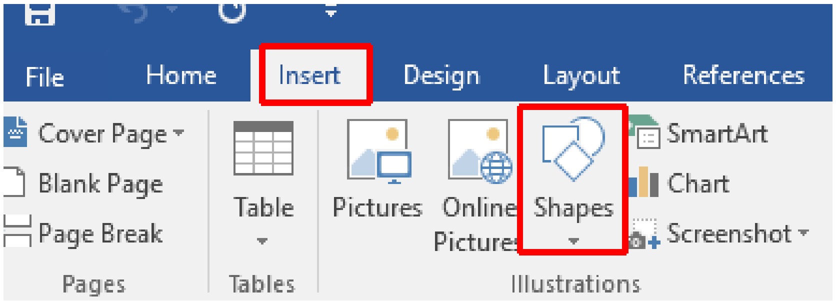
Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

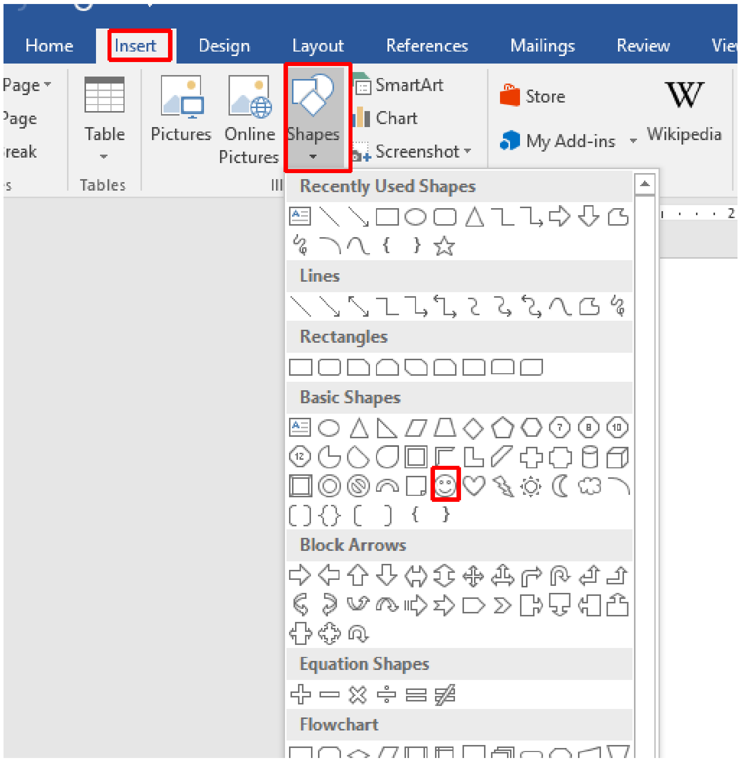
To get started, go to the Home tab and apply Heading styles to the headings in your document.

Inserting Shapes

- Create a new document and save the document as a file called **My Shapes**. Click on the **Insert** tab and then click on the **Shapes** icon.

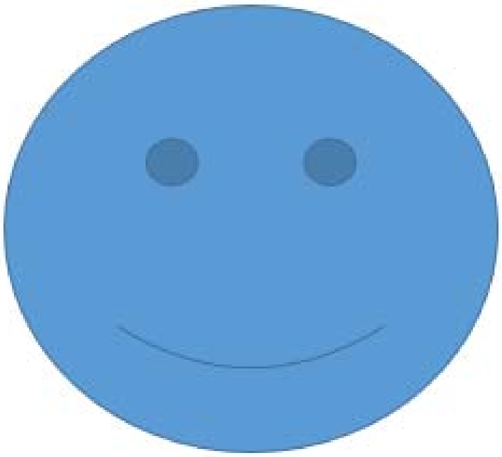

File
Home
Insert
Design
Layout
References
Cover Page
Blank Page
Page Break
Table
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Pages
Tables
Illustrations

- This will display a drop down from which you can select the shape you wish to insert into your document.


Home
Insert
Design
Layout
References
Mailings
Review
Vie
Page
Page
reak
Table
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Store
My Add-ins
Wikipedia
Tables
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart

- We will insert a **Smiley Face** into our document. To do this click on the **Smiley Face** shape.

- You may not notice any change, but if you move the mouse pointer down over the white space within your document, you will notice that the mouse pointer has changed to the shape of a small cross. Click (and hold the mouse button down). Move the mouse pointer down diagonally across the page. You will see a preview outline of the shape displayed. Release the mouse button and you will see a smiley face shape displayed on your page.

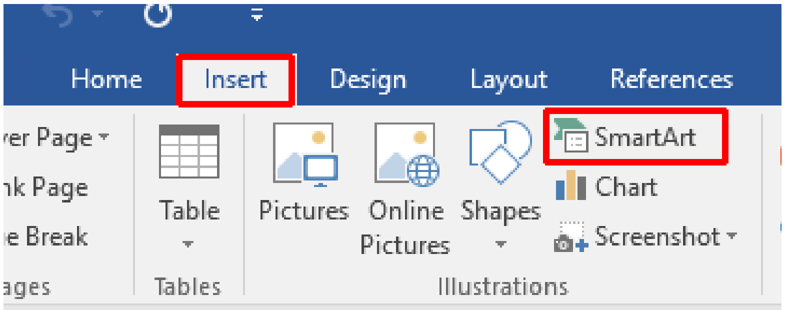


- **TIP**: It this case you may find that you end up with a shape that is not a perfect circle. If you want to produce perfect circles or perfect squares, then hold the **Shift** key down when you are dragging across the screen to produce the shape.

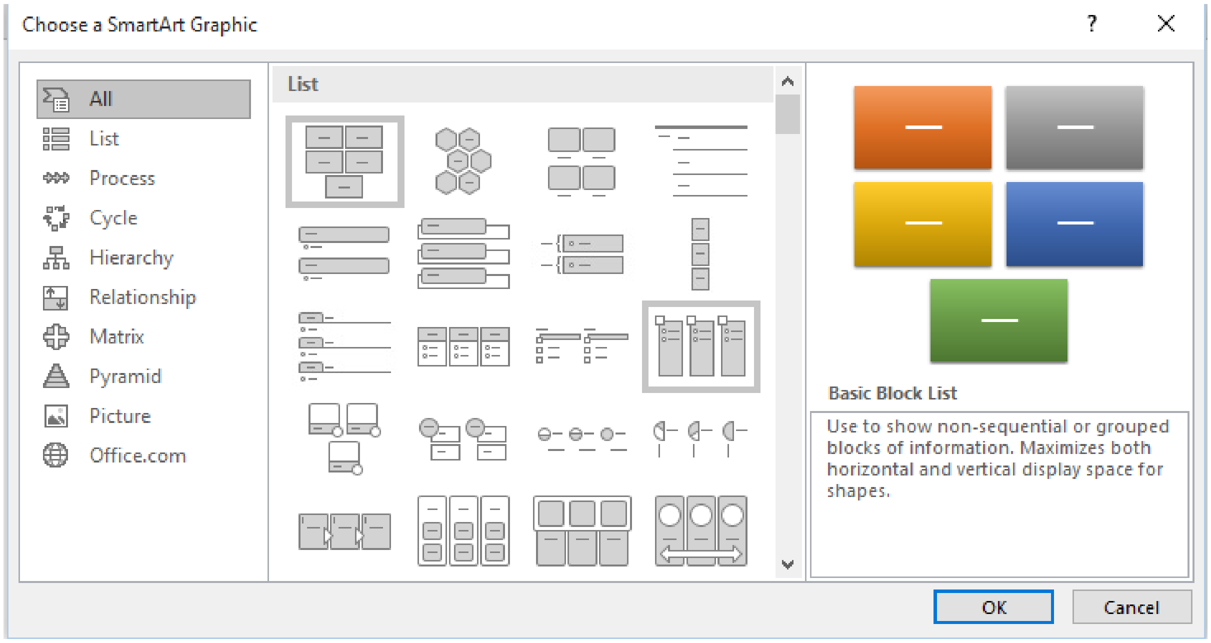
- Save your changes and close the document.

Inserting SmartArt

- Create a new document and save the document as a file called **My SmartArt**. Click on the **Insert** tab and then click on the **SmartArt** icon.


Home
Insert
Design
Layout
References
er Page
nk Page
e Break
ages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations

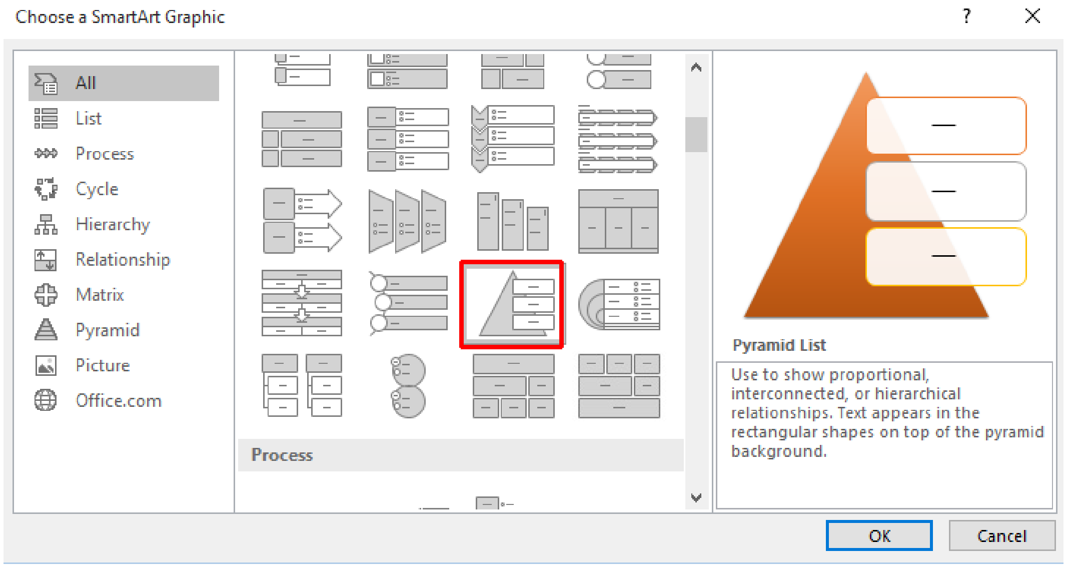
You will see the **Choose a SmartArt Graphic** dialog box displayed.


Choose a SmartArt Graphic
?
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
List
OK
Cancel

Basic Block List

Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

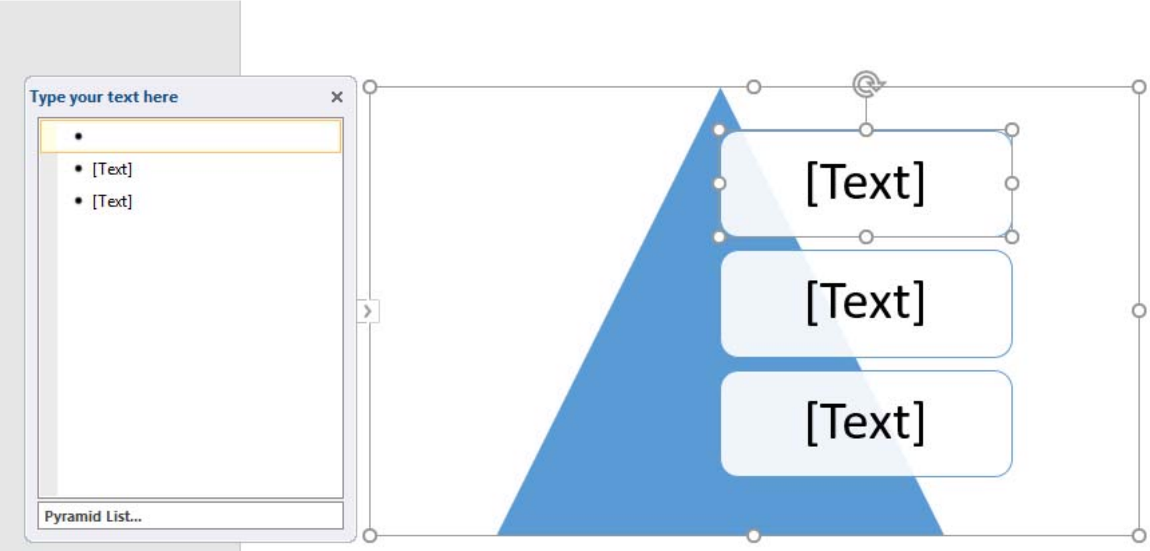
- Slowly scroll down the list to view the amazing variety of SmartArt graphic shapes that are available.
- If necessary, scroll back up the list and select the **Pyramid List** graphic.


Choose a SmartArt Graphic
?
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
Process
OK
Cancel

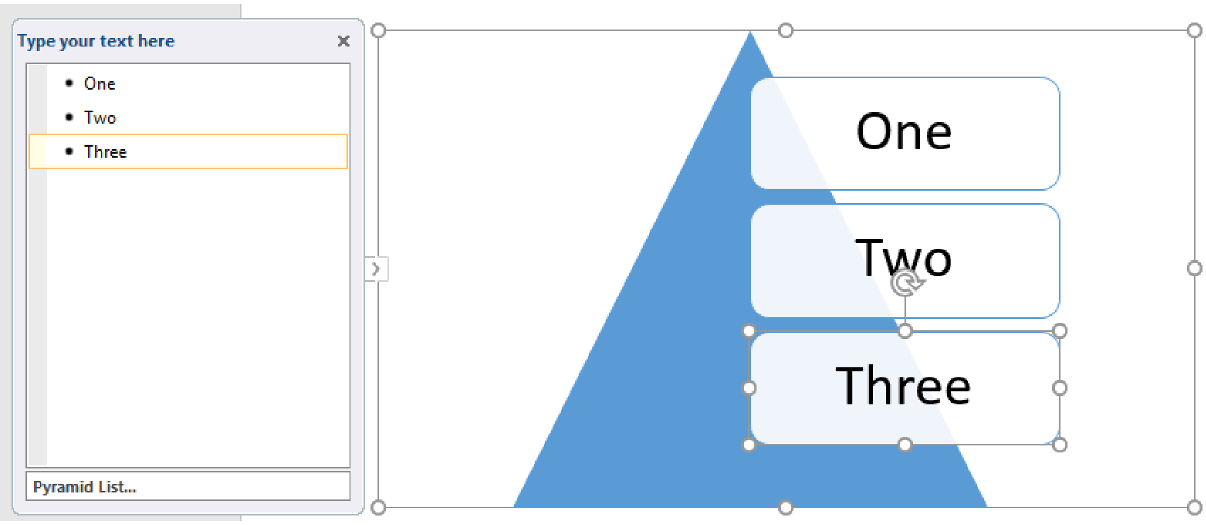
Pyramid List

Use to show proportional, interconnected, or hierarchical relationships. Text appears in the rectangular shapes on top of the pyramid background.

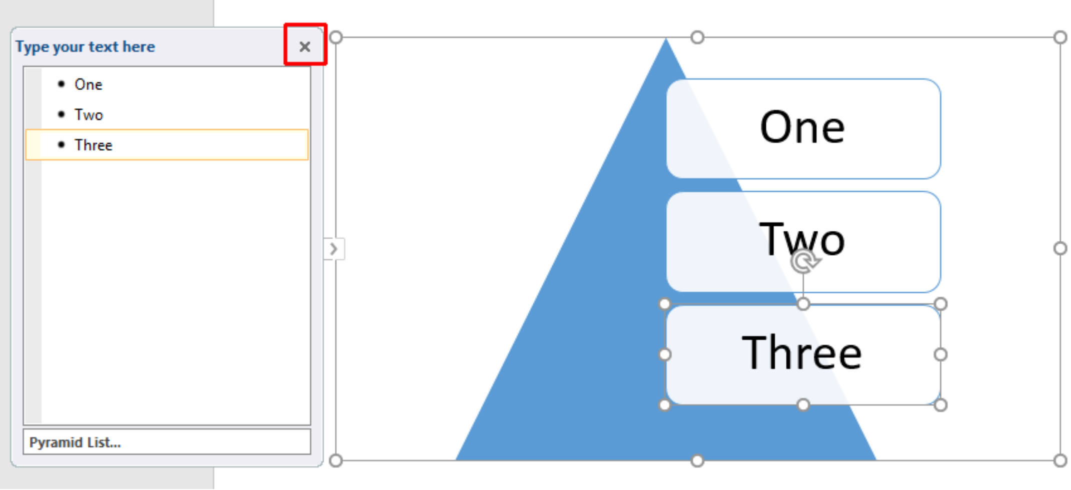
- Click on the **OK** button.


Type your text here
[Text]
[Text]
Pyramid List...
[Text]
[Text]
[Text]

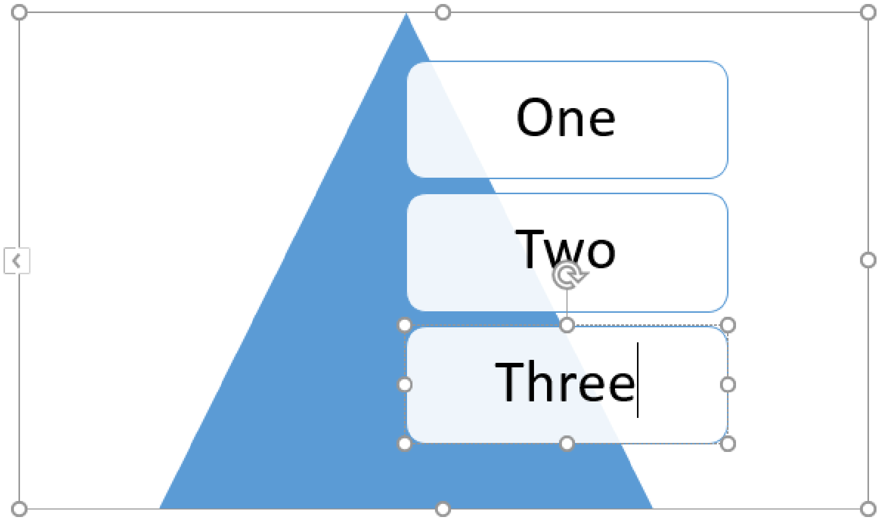
- You will see an area to the left called '**Type your text here**'. Click on the first text section and type the word '**one**'. In a similar fashion type the words '**two**' and '**three**' into the other text input sections.


Type your text here
One
Two
Three
Pyramid List...
One
Two
Three

- Click on the **Close** icon.


Type your text here
×
One
Two
Three
Pyramid List...
One
Two
Three

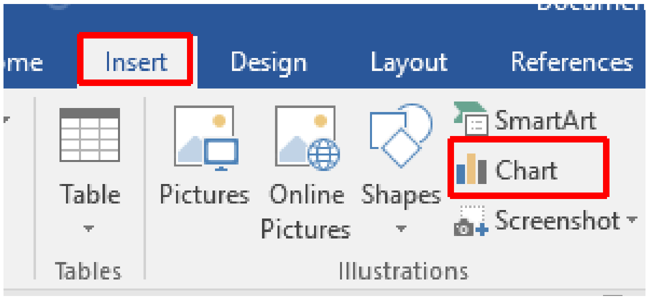
- Your page will now look like this.


One
Two
Three

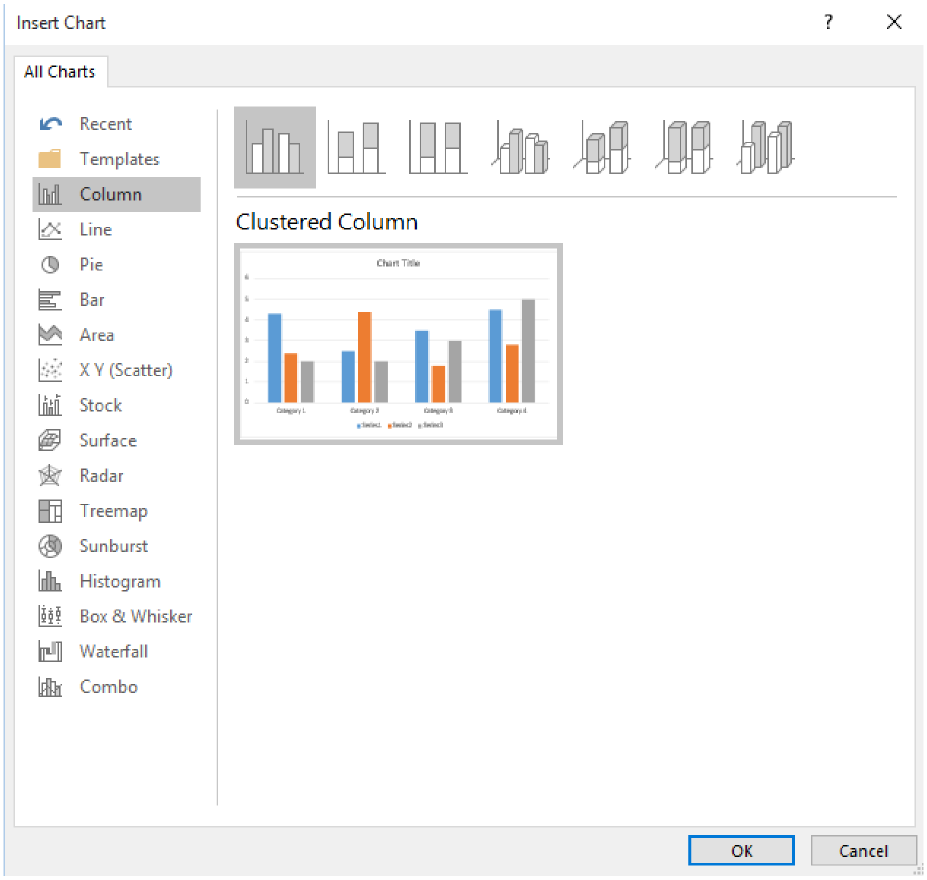
- Double click below the graphic and you will be able to type normally into the document. Type in your name. Save your changes and close the document.

Inserting a chart

- Create a new document and save the document as a file called **My chart**. Click on the **Insert** tab and then click on the **Chart** icon.


me
Insert
Design
Layout
References
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations

- This will display a dialog box from which you can select the type of chart you wish to insert into your document.


Insert Chart
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Combo
Clustered Column
Chart Title
OK
Cancel

- In this case use the default options, by clicking on the **OK** button. Your screen will now look like this.

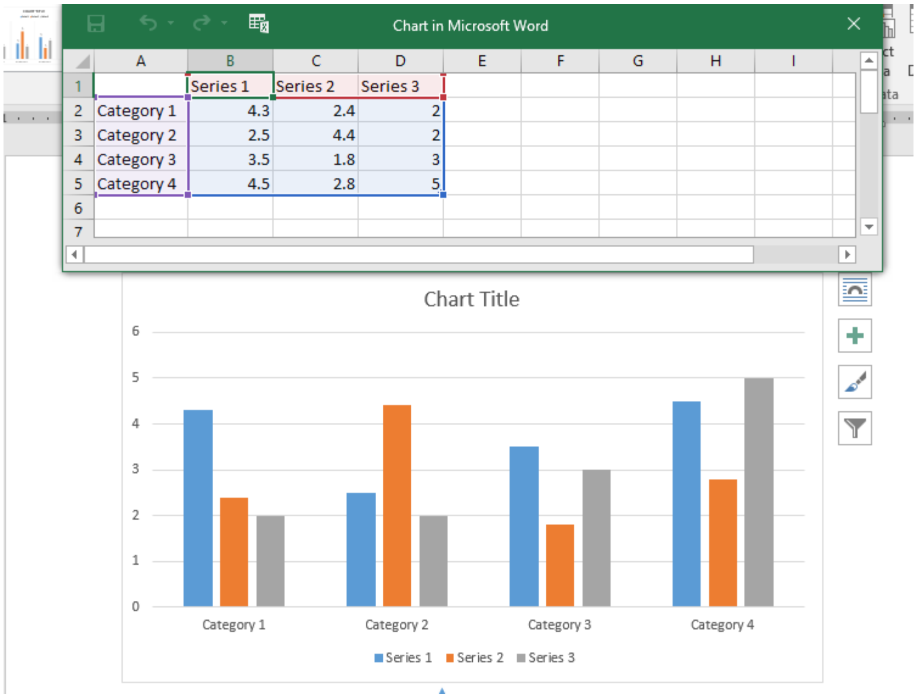


Chart in Microsoft Word
Chart Title
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

- In the example shown, the Word document is displayed to the left, while a copy of Excel is displayed to the side or underneath the chart. If you wish you can edit the text or data within the Excel workbook.

- Close the Excel workbook, by clicking on the Excel **Close** icon (top-right of the Excel window). Your screen will then look like this.

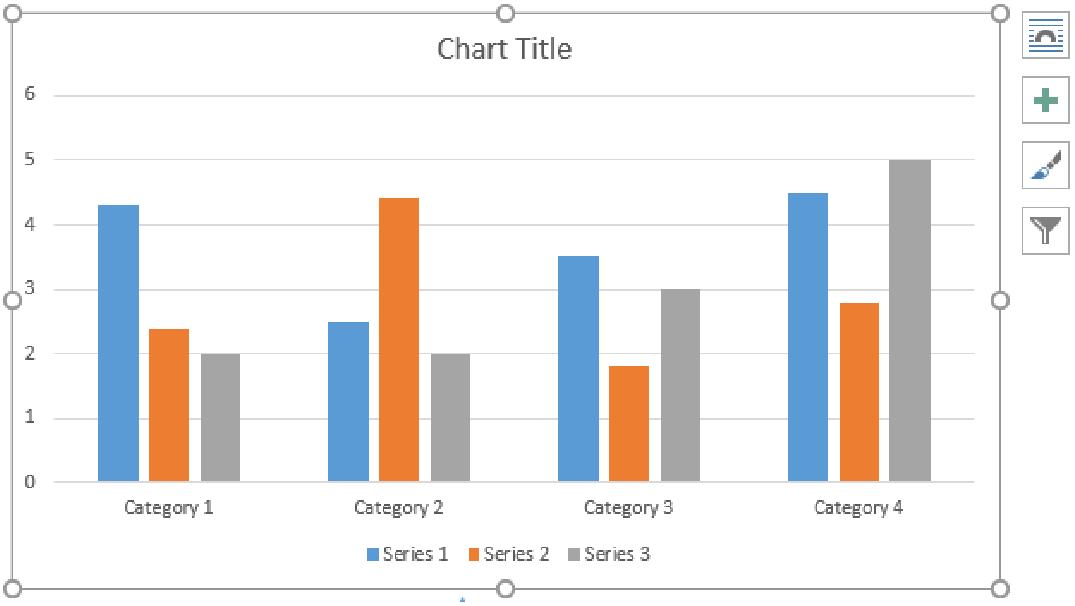


Chart Title
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3

Modifying the chart type

- Click on the **Change Chart Type** button.

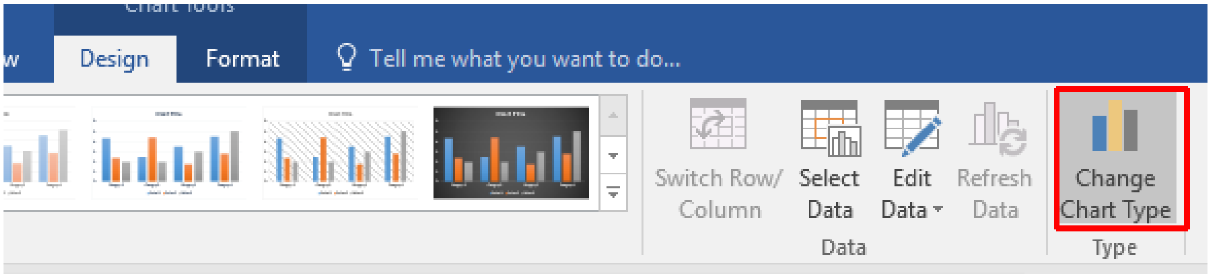
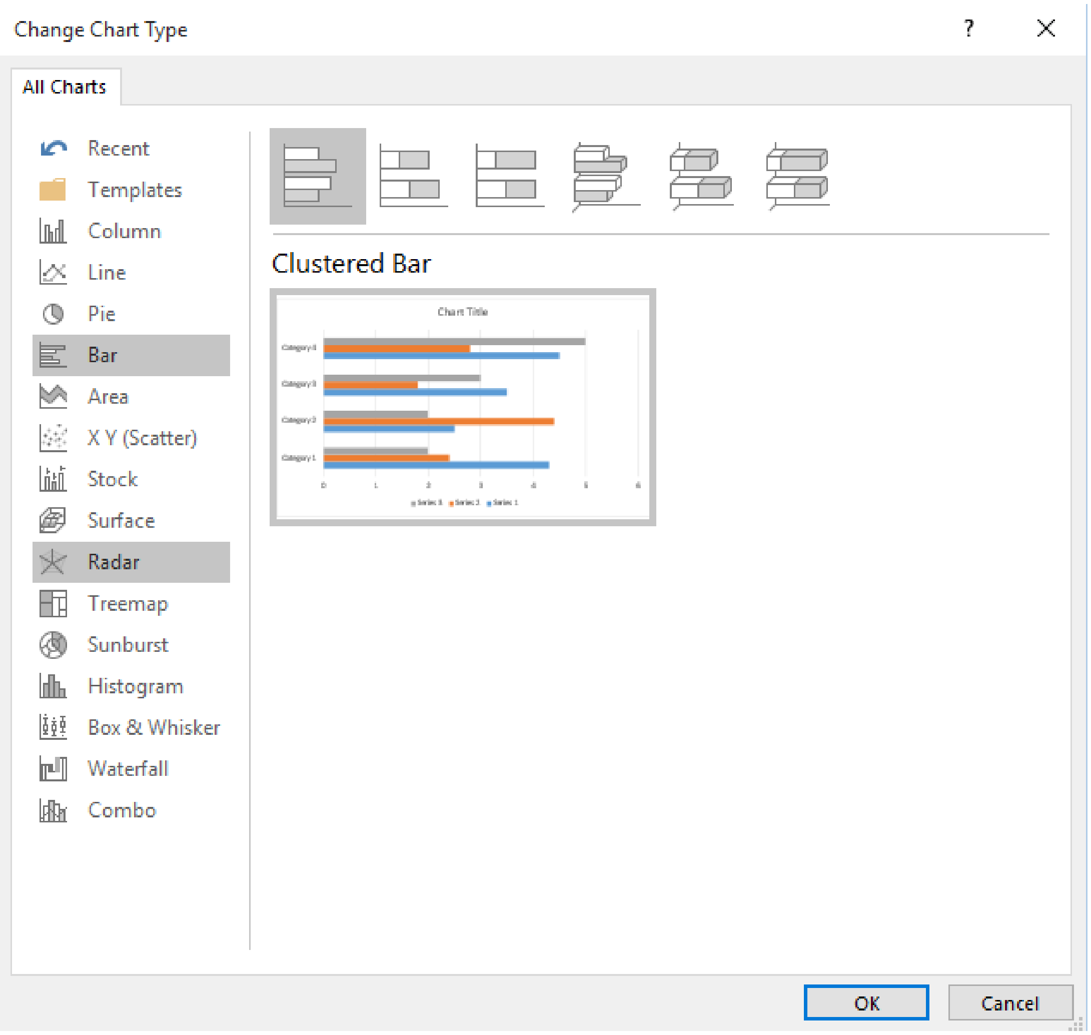
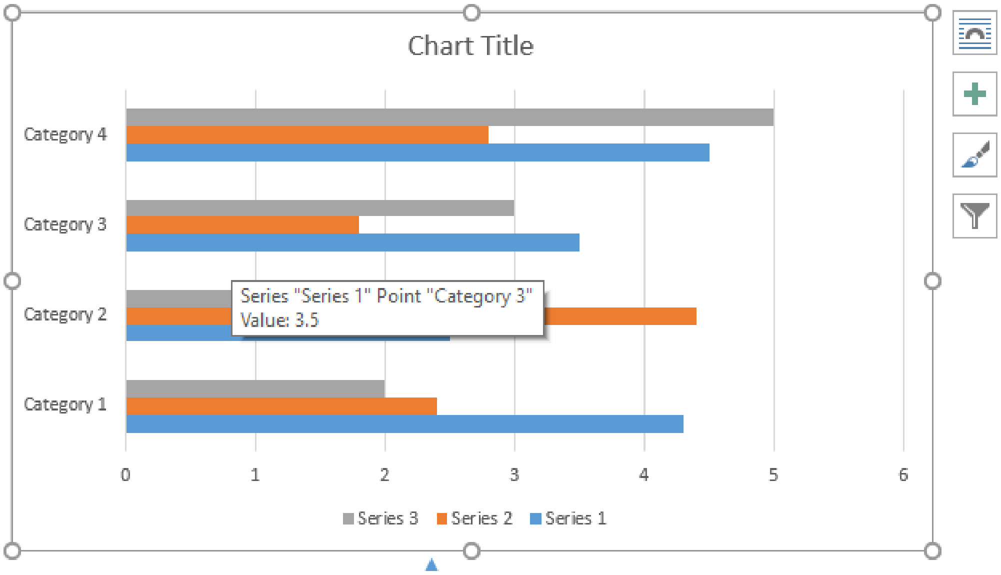


Chart Tools
Design
Format
Tell me what you want to do...
Switch Row/ Column
Select Data
Edit Data
Refresh Data
Data
Change Chart Type
Type

- The **Change Chart Type** dialog box will be displayed.

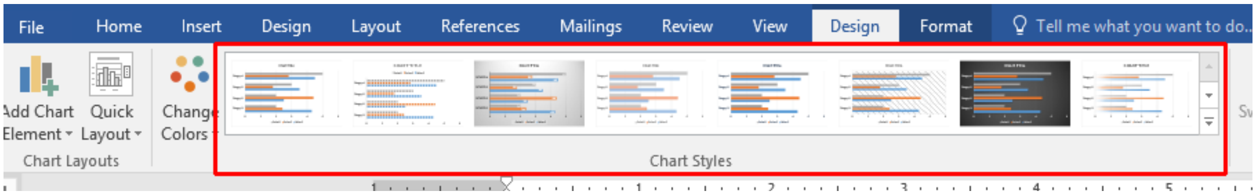

Change Chart Type
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Combo
Clustered Bar
Chart Title
OK
Cancel

Click on the **Bar** chart type and click on the **OK** button. Your page will now look like this.

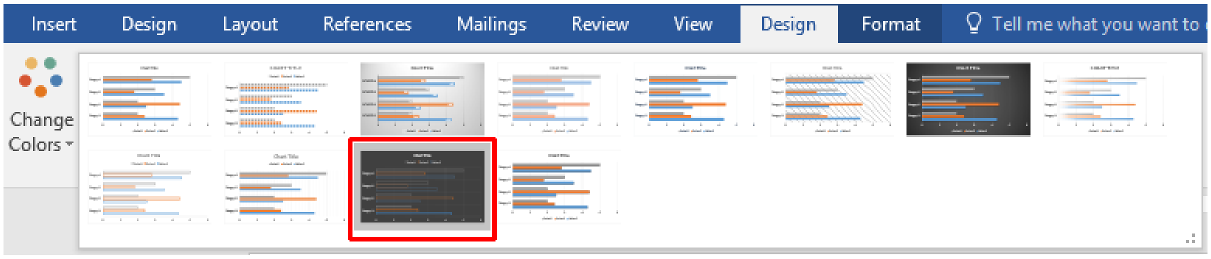


Modifying the chart style

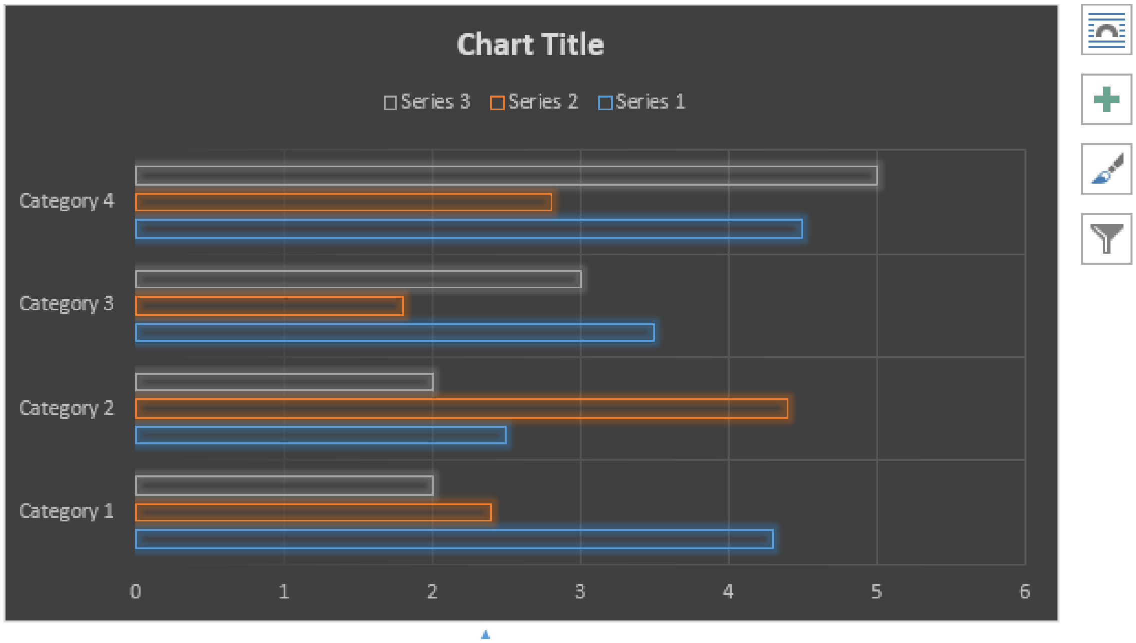
- Experiment with using the **Chart Styles**.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Format
Tell me what you want to do..
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- Select the style that uses a dark background, as illustrated.

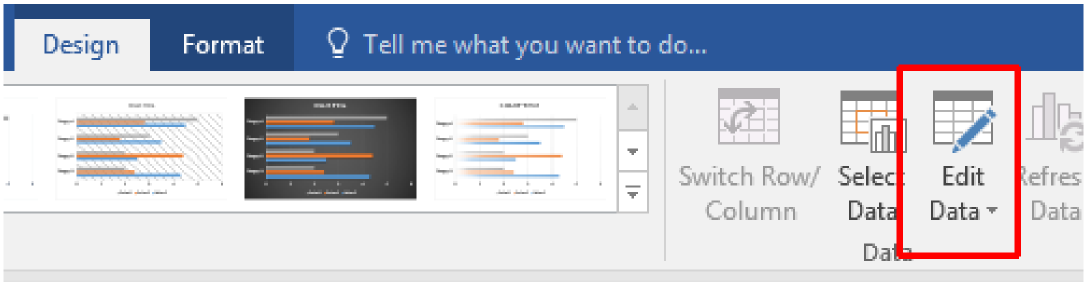

Insert
Design
Layout
References
Mailings
Review
View
Design
Format
Tell me what you want to
Change Colors

- Your chart will now look like this.



Modifying the chart data

- Click on the **Edit Data** button.


Design
Format
Tell me what you want to do...
Switch Row/ Column
Select Data
Edit Data
Refresh Data
Data

- This will show the data underlying the chart, as illustrated.

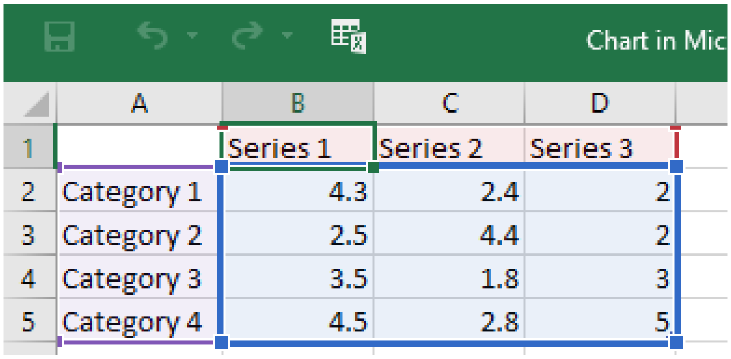


Chart in Mic

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

- Change the label **Category 1** to **North**.

- Change the label **Category 2** to **South**.
- Change the label **Category 3** to **East**.
- Change the label **Category 4** to **West**.

- Change the label **Series 1** to **Product 1**.
- Change the label **Series 2** to **Product 2**.
- Change the label **Series 3** to **Product 3**.

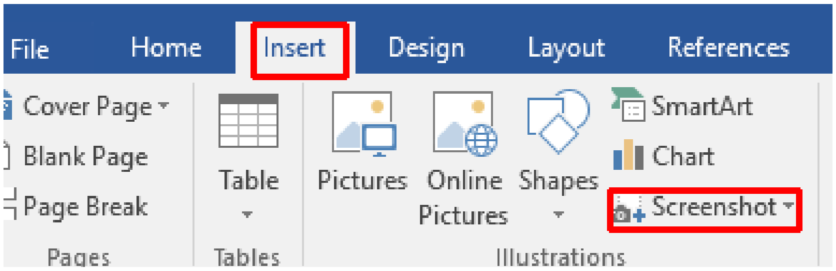
- Also change some of the data values.

- The chart will change to reflect your changes.

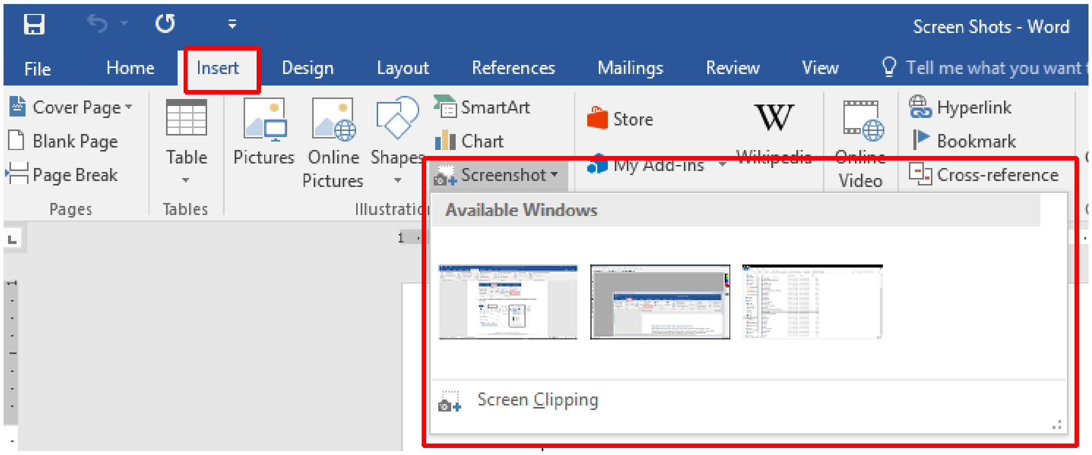
- Save your changes and close the document.

Inserting a screenshot

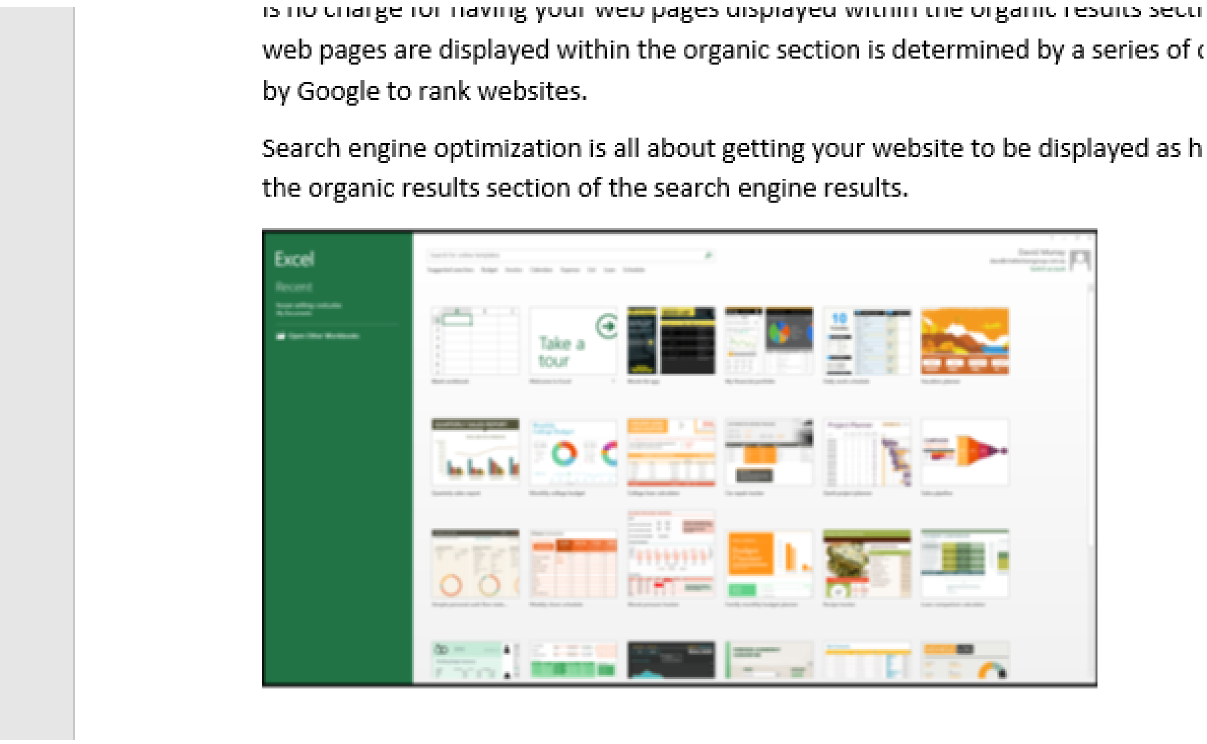
- Open a document called **Screen Shots**.
- You can insert a screen shot of the Microsoft Word program window into your Word document.
- Click at the end of the document at the location that you wish to insert the screenshot.
- Start another program. It does not matter which program; in this example I have started the Microsoft Excel program.
- Click on the **Insert** tab, and within the **Illustrations** group, click on the **Screenshot** button.


File
Home
Insert
Design
Layout
References
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations

- You will see a small representation of the Microsoft Excel window displayed in the drop down list.


Screen Shots - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustratio
Store
My Add-ins
Wikipedia
Online Video
Hyperlink
Bookmark
Cross-reference
Available Windows
Screen Clipping

- Click on the item in the list and you will see the screenshot displayed within the Word document.



is no charge for having your web pages displayed within the organic results secti
web pages are displayed within the organic section is determined by a series of
by Google to rank websites.

Search engine optimization is all about getting your website to be displayed as h
the organic results section of the search engine results.

Excel
Recent
Take a tour

- Save your changes and close the document.

Selecting, resizing and deleting graphics

- **Selecting a graphic:**
  Open a document called **Graphic objects**. This document contains a number of different types of graphic objects. Try clicking once on a graphic. Then click on another graphic. As you can see, selecting a graphic is very simple.

- **Resizing a graphic:**
  Click on a graphic to select it. To resize the graphic and keep the height and width ratios the same, move the mouse pointer to any corner, and while keeping the mouse button pressed drag diagonally across the screen. When you release the mouse button the graphic will resize.
- If you wish you can stretch the graphic either vertically or horizontally by dragging from the center of any edge.

- **Deleting a graphic:**
  Click on a graphic to select it. Press the **Del** key.

- Save your changes and close the document.

Copying or moving graphics

- You can copy or move a graphic using the Clipboard or using normal drag and drop techniques.
- Open a document called Copying and moving graphics.
- Save the file as My Copying and moving graphics.

- **Copying a graphic using the Clipboard:**
  Select the second graphic in the document. Press the **Ctrl+C** keys to copy the graphic to the Clipboard. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point.

- **Moving a graphic using the Clipboard:**
  Select the first graphic in the document. Press the **Ctrl+X** keys to move the graphic to the Clipboard. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point.

- Use the **Undo** icon to reverse the move and copy operations you have just performed.

- **Moving a graphic using drag and drop:**
  Select the first graphic in the document. Depress the **left** mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. When you release the mouse button the graphic will have moved to the location that you dragged it to.

- **Copying a graphic using drag and drop:**
  Select the first graphic in the document. Depress the **Ctrl** key and while keeping it depressed, depress the left mouse button and while keeping the button pressed, move the mouse pointer to the bottom of your document. Release the mouse button and the **Ctrl** key and the graphic will have been copied to the location that you dragged it to.

- Save your changes and close the document.

Finding and replacing text within a Microsoft 2016 document

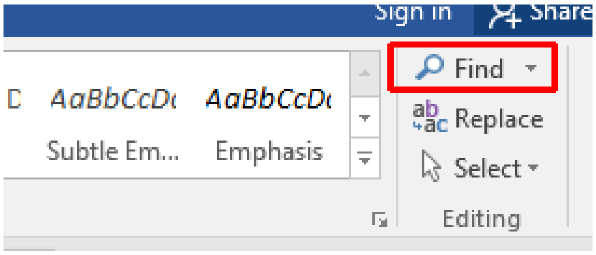
Using Find and Replace

- Sometimes documents can be very long and you may need to search that document for a particular word or phrase. You can use the built-in search feature to do this for you. If you need to find a particular word or phrase and replace this item with alternative text, then you can use the search and replace feature.

  WARNING: Using the search and replace feature sounds great, but you need to be careful. I always make a backup copy of a document before using this feature as it is very easy to get it horribly wrong. Many words have within them smaller words. The word **WARNING** for instance has the words **WAR** and **WARN** within it, and if you replaced the word **WAR** with something else, then the first three letters of the word **WARNING** will also be replaced. There are ways to stop Microsoft Word from doing this, but you must be careful!

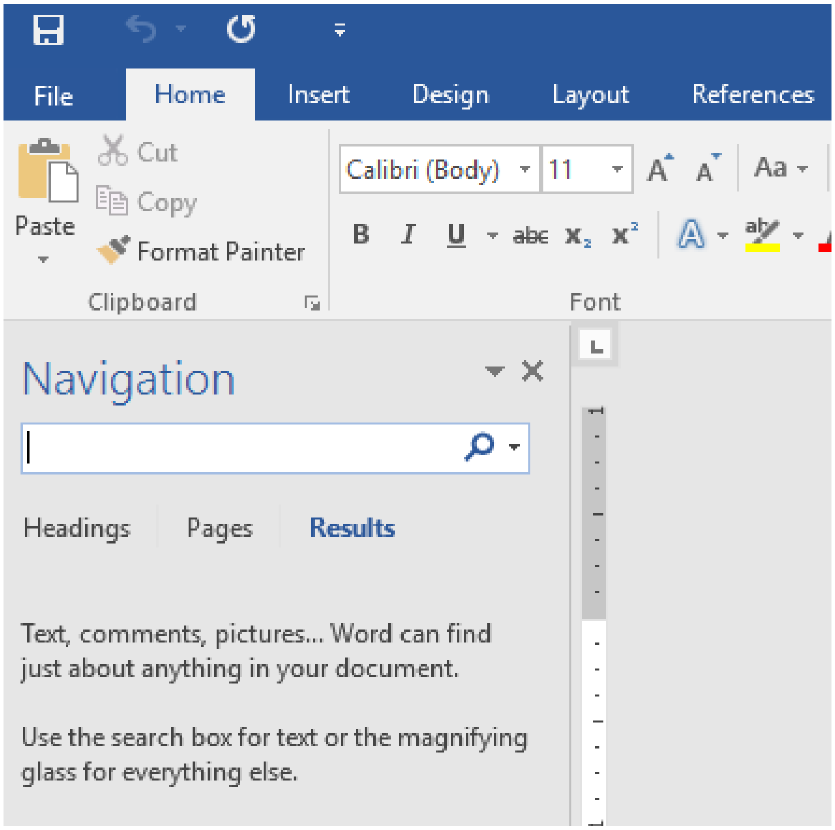
Finding text

- Open a document called **Searching and replacing**.
- Under the **Home** tab, within the **Editing** group, click on the **Find** button.



TIP: Or use the keyboard shortcut **Ctrl+F**.

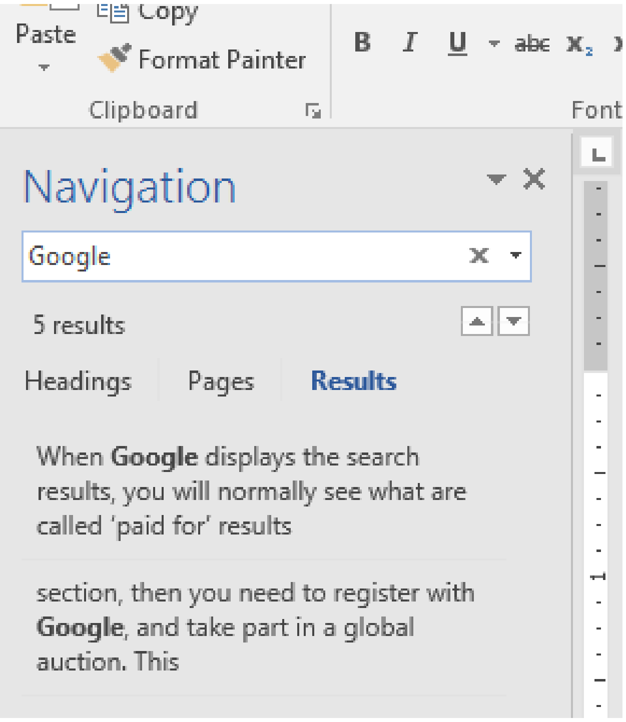
- This will display the **Navigation** pane down the left side of the screen.


File
Home
Insert
Design
Layout
References
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Aa
Font
Navigation
Headings
Pages
Results

Text, comments, pictures... Word can find just about anything in your document.

Use the search box for text or the magnifying glass for everything else.

- Type in the text you wish to search for, in this case type in the word **Google**.


Copy
Paste
Format Painter
Clipboard
Font
Navigation
Headings
Pages
Results

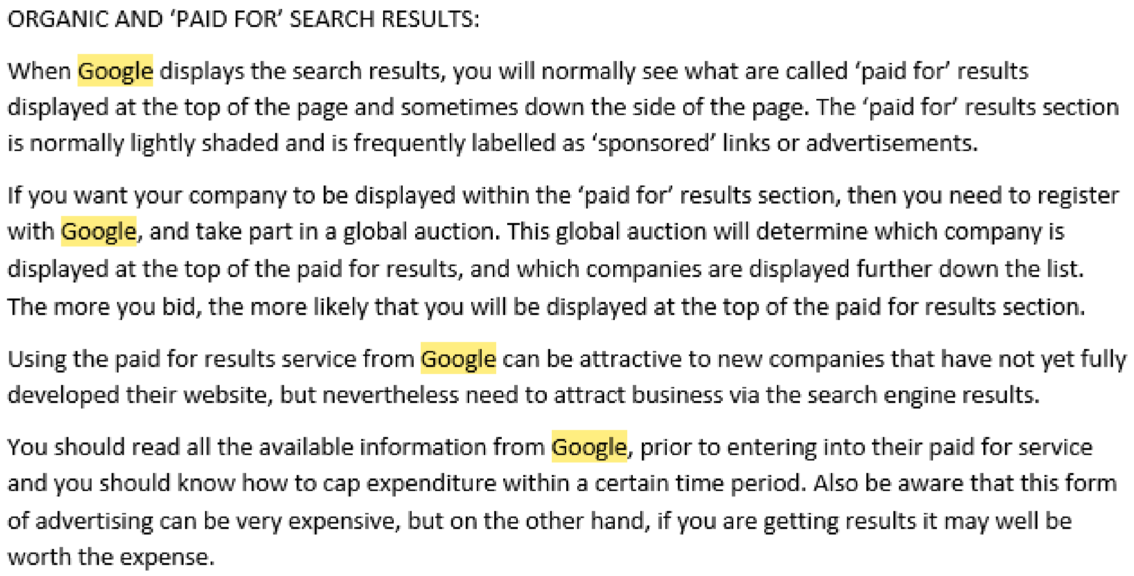
Google

5 results

When **Google** displays the search results, you will normally see what are called 'paid for' results

section, then you need to register with **Google**, and take part in a global auction. This

- All occurrences of the word **Google** will be found and highlighted within the document.



ORGANIC AND 'PAID FOR' SEARCH RESULTS:

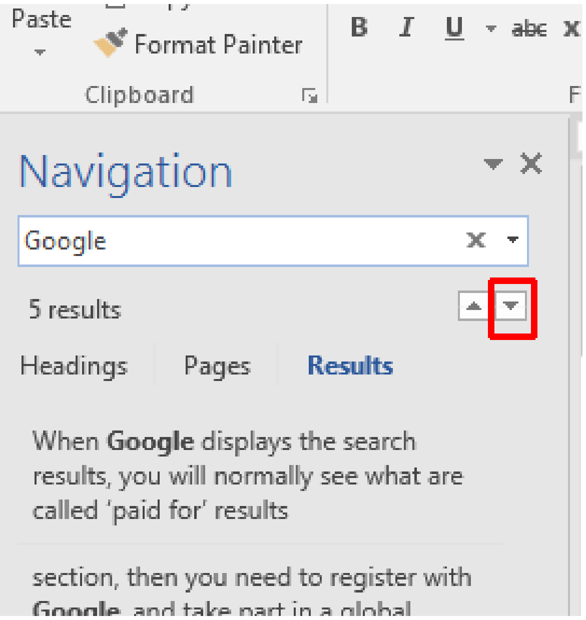
When Google displays the search results, you will normally see what are called 'paid for' results displayed at the top of the page and sometimes down the side of the page. The 'paid for' results section is normally lightly shaded and is frequently labelled as 'sponsored' links or advertisements.

If you want your company to be displayed within the 'paid for' results section, then you need to register with Google, and take part in a global auction. This global auction will determine which company is displayed at the top of the paid for results, and which companies are displayed further down the list. The more you bid, the more likely that you will be displayed at the top of the paid for results section.

Using the paid for results service from Google can be attractive to new companies that have not yet fully developed their website, but nevertheless need to attract business via the search engine results.

You should read all the available information from Google, prior to entering into their paid for service and you should know how to cap expenditure within a certain time period. Also be aware that this form of advertising can be very expensive, but on the other hand, if you are getting results it may well be worth the expense.

- Click on the **down arrow** under the **Navigation** search box, which is called **Next Search Result**.



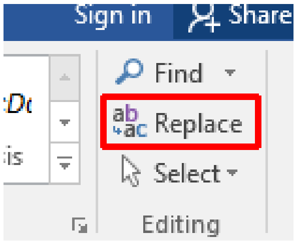
When **Google** displays the search results, you will normally see what are called 'paid for' results

section, then you need to register with Google, and take part in a global

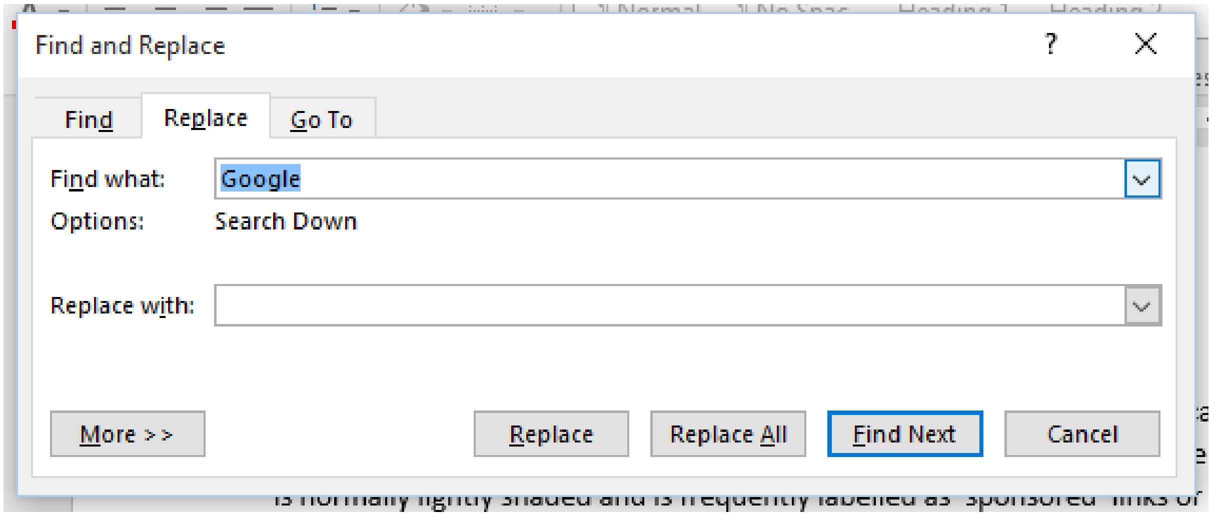
- This will display the next occurrence of the word that you are searching for within the document. Keeping clicking on this **down arrow** to display more occurrences of the word you are searching for.

Replacing text

- Under the **Home** tab, within the **Editing** group, click on the **Replace** button.


Sign in
Share
Find
Replace
Select
Editing

- This will display the **Find and Replace** dialog box.


Find and Replace
?
Find
Replace
Go To
More >>
Replace
Replace All
Find Next
Cancel

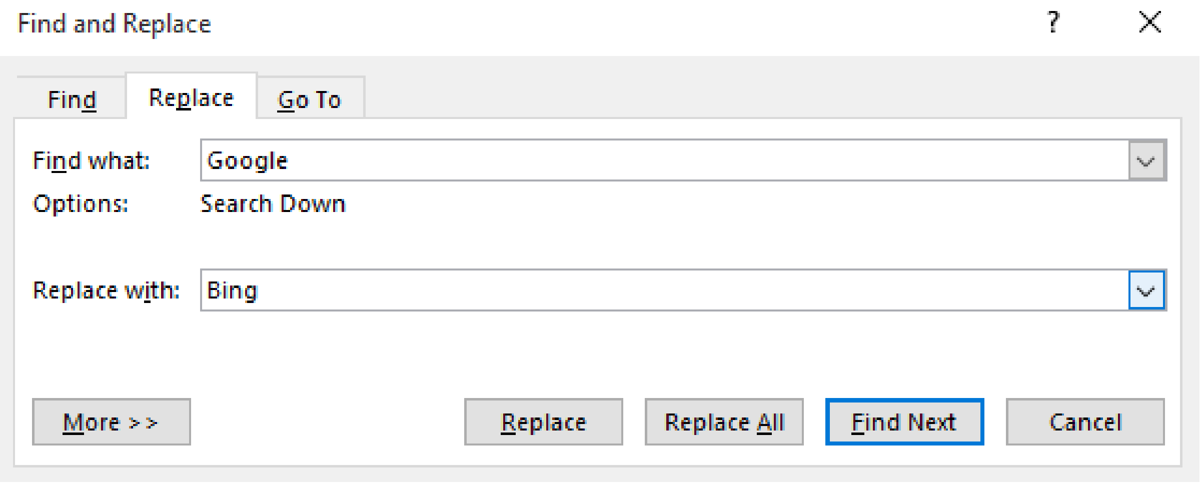
Find what: Google

Options: Search Down

Replace with:

TIP: The keyboard shortcut to display this dialog box is **Ctrl+H**.

- In this case we will replace the text **Google** with **Bing**, as illustrated.


Find and Replace
?
Find
Replace
Go To

Find what: Google

Options: Search Down

Replace with: Bing

More >>
Replace
Replace All
Find Next
Cancel

Click on the **Find Next** button. The next instance of the text will be selected. Click on the **Replace** button. In the same way replace all instanced of the text **Google** with **Bing**.

- Save your changes and close the document.

Using multiple open documents

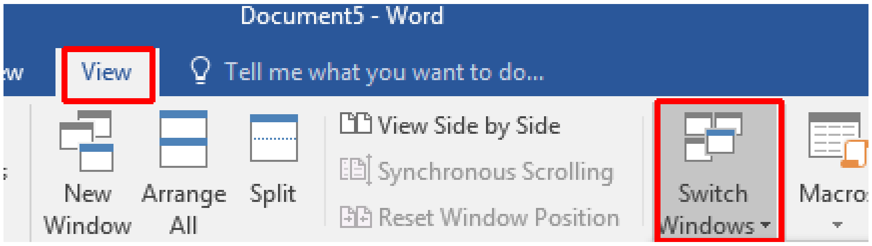
Multitasking with Word 2016

- Microsoft Word is an application that runs on an Operating System called Microsoft Windows. Windows is a multitasking operating system which means that you can run more than one program at a time. It is important that you know how to move or copy text and graphics from one document to another, or between Microsoft Word and a different program such as Microsoft Excel (a spreadsheet program).

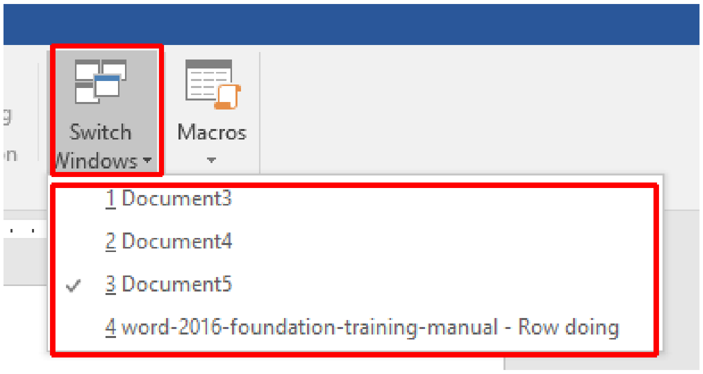
Switching between open documents

- When you use Microsoft Word 2016 you can work on more than one document at a time. You can use the Clipboard to copy selected text or a graphics from one document to another.
- Open a document called **Multiple 1**.
- Open a second document called **Multiple 2**.
- Open a third document called **Multiple 3**.
- Press the **Alt** key and hold it down. Press the **Tab** key a few times. You will notice a popup window that lets you move from document to document, each time you press the **Tab** key. Release the **Alt** key and you will switch to the document selected in the popup window. Practice this technique a few times if you have not used it before.

- You can also use the **Switch Windows** icon to switch from one document to another. To use this feature, click on the **View** tab and click on the **Switch Windows** tool (located within the **Window** group under the **View** tab).


Document5 - Word
View
Tell me what you want to do...
New Window
Arrange All
Split
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Macros

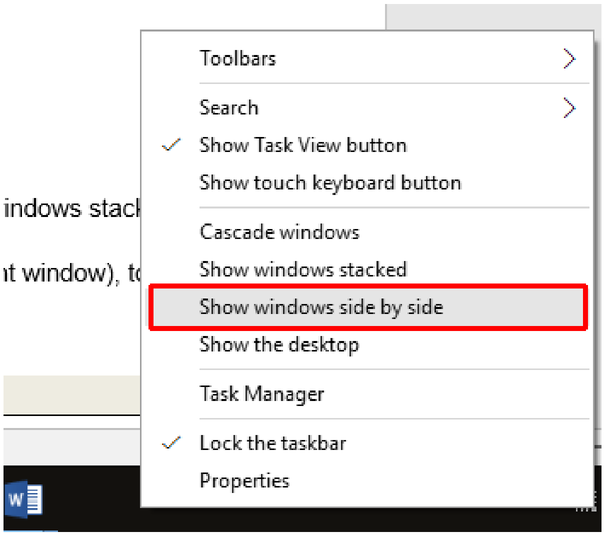
- You will see a drop down list allowing you to switch to another open document window.


Switch Windows
Macros
1 Document3
2 Document4
✓ 3 Document5
4 word-2016-foundation-training-manual - Row doing

Tiling or cascading documents on your screen

- You can arrange multiple documents on the screen. To do this **right click** over an empty part of the Taskbar (at the bottom of your screen). You will see a popup menu displayed.

  NOTE: If you see a different popup menu displayed this is because you may have accidentally right-clicked over an icon within the Taskbar, in which case try again, making sure you click on an empty part of the Taskbar.

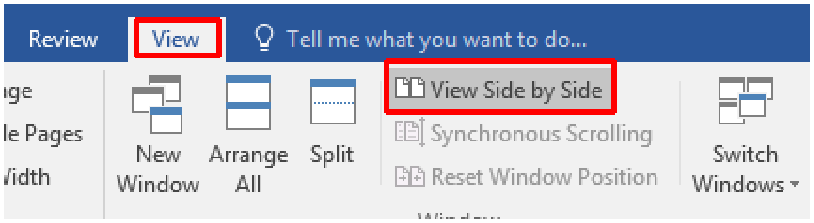

Toolbars
Search
✓ Show Task View button
Show touch keyboard button
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Task Manager
✓ Lock the taskbar
Properties

- Experiment with selecting the commands Cascade windows, Show windows stacked, and Show windows side by side.
- Before continuing, use the **Maximize** icon (top-right of each document window), to maximize each document window.

Comparing documents side by side

- This feature allows you to compare two versions of a document, side by side. Open a document called **Compare 1**. Open a second document called **Compare 2**.
- Switch to display the document called **Compare 1**.

- Click on the **View** tab and click on the **View Side by Side** command (located within the **Window** section under the **View** tab).



This will display the two documents side by side. As you scroll down one document, the other document also scrolls down the screen. Try scrolling through each document to practice using this feature.

- Close both documents before continuing.

Copying or moving selected items between documents

- **Copying a graphic between documents using the Clipboard:**
  Switch to the document called **Multiple 1**. Select the first graphic in the document. Press the **Ctrl+C** keys to copy the graphic to the Clipboard. Switch to the document called **Multiple 2**. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point. The graphic will be copied to this document.

- **Moving a graphic between documents using the Clipboard:**
  Switch to the document called **Multiple 1**. Select the first graphic in the document. Press the **Ctrl+X** keys to move the graphic to the Clipboard. Switch to the document called **Multiple 2**. Click towards the bottom of the document and press **Ctrl+V** to paste the graphic to the insertion point. The graphic will be moved to this document.

- **Copying selected text between documents using the Clipboard:**
  Switch to the document called **Multiple 1**. Select the first paragraph in the document. Press the **Ctrl+C** keys to copy the paragraph to the Clipboard. Switch to the document called **Multiple 2**. Click towards the bottom of the document and press **Ctrl+V** to paste the paragraph to the insertion point. The paragraph will be copied to this document.

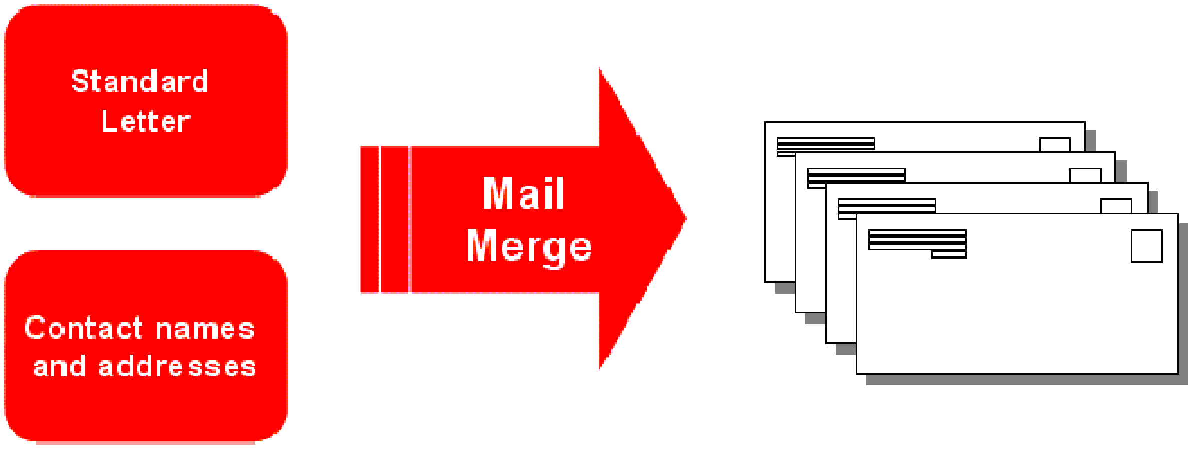
- **Moving selected text between documents using the Clipboard:**
  Switch to the document called **Multiple 1**. Select the first paragraph in the document. Press the **Ctrl+X** keys to move the paragraph to the Clipboard. Switch to the document called **Multiple 2**. Click towards the bottom of the document and press **Ctrl+V** to paste the paragraph to the insertion point. The paragraph will be moved to this document.

- Save and close all open documents.

Microsoft Word 2016 Mail Merge

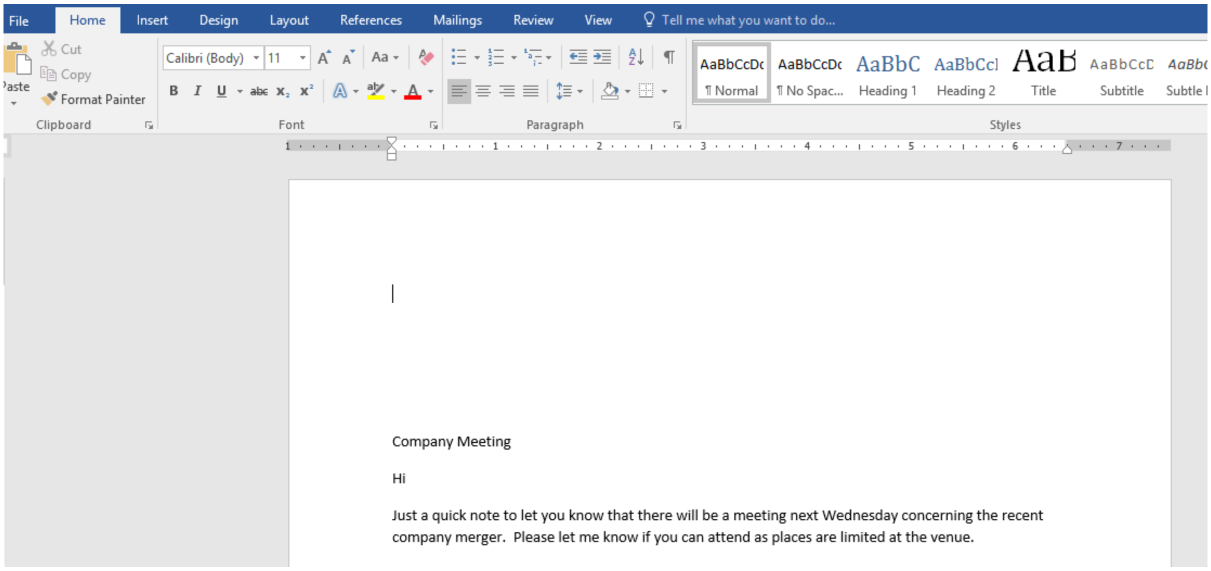
What is mail merging?

- The Mail Merge feature is used to insert variable data into a fixed format by combining two files into one file. Two files need to be created before you can merge them, these are the data file and the main document file. The variable information, such as names and addresses, is stored in the data file ready to merge into the main document file. The information, which remains constant and the field names are stored in the main document file, where each field name relates to a field name in the data file. The data in the two files is merged as a series of personalized letters or envelopes.


Standard Letter
Contact names and addresses
Mail Merge

Starting the Mail Merge Wizard

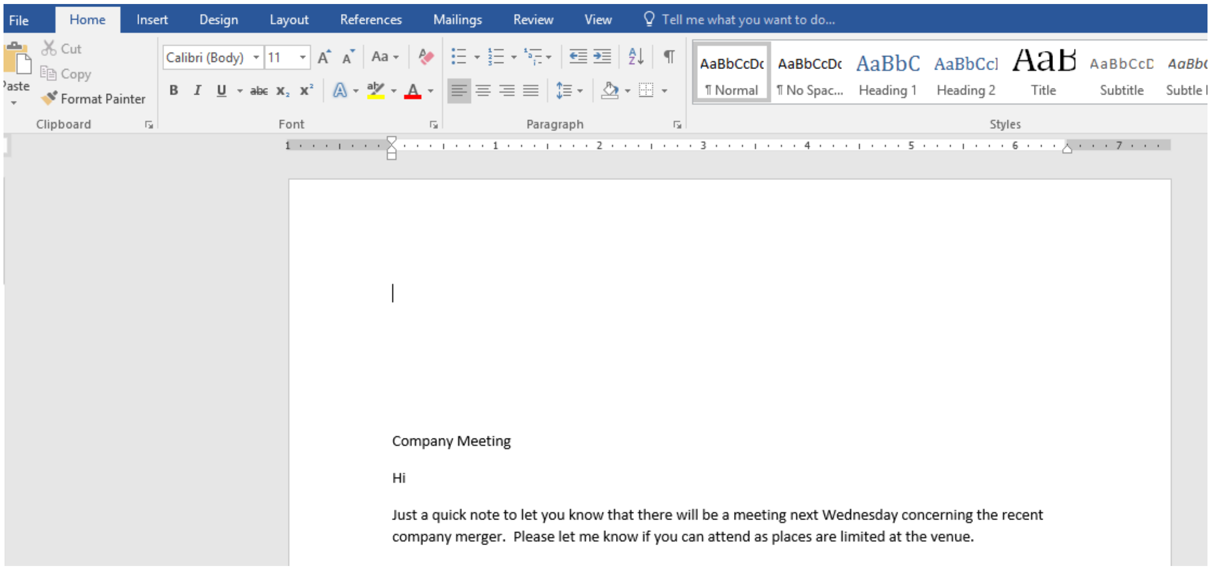
- Open a document called **Company Meeting**.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbC Heading 1
AaBbCcI Heading 2
AaB Title
AaBbCcD Subtitle
AaBb Subtle
Styles

Company Meeting

Hi

Just a quick note to let you know that there will be a meeting next Wednesday concerning the recent company merger. Please let me know if you can attend as places are limited at the venue.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Cut
Copy
Paste
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spac...
AaBbC Heading 1
AaBbCcl Heading 2
AaB Title
AaBbCcD Subtitle
AaBbC Subtle
Styles

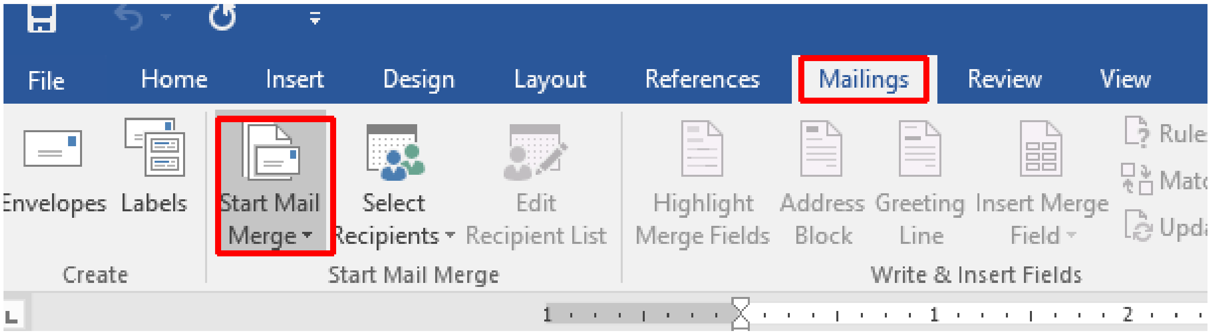
Company Meeting

Hi

Just a quick note to let you know that there will be a meeting next Wednesday concerning the recent company merger. Please let me know if you can attend as places are limited at the venue.

- This is typical of a general letter which can be individually addressed and mailed. In order to mail merge this, letter we need to insert codes to tell Microsoft Word where to insert items such as the name and address of each person we are going to send this letter to. We also need to tell Microsoft Word which list of names and addresses we are going to use and where this list is stored.

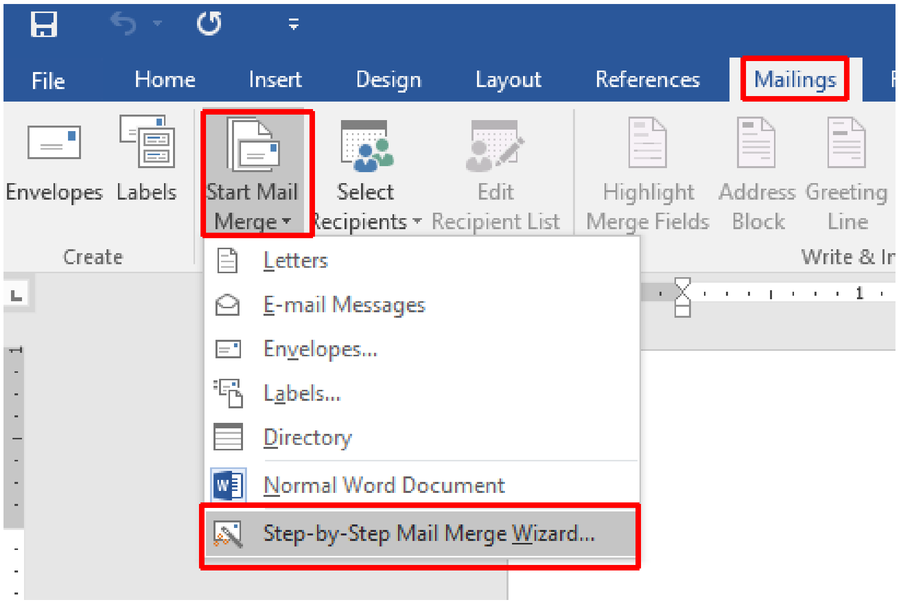
- To start the process, click on the **Mailings** tab.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rule
Matc
Upd
Write & Insert Fields

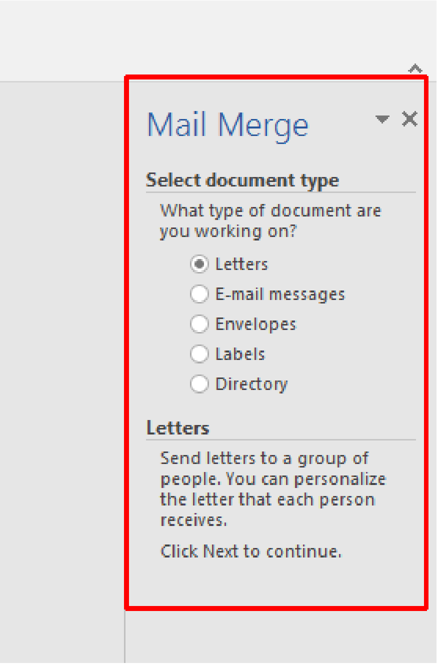
- Click on the **Start Mail Merge** button.

Mail Merge Wizard - Step 1 of 6 ‘Select document type’

- From the drop down list displayed, select the **Step by Step Mail Merge Wizard** command.


File
Home
Insert
Design
Layout
References
Mailings
Envelopes
Labels
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Create
Write & In
Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step-by-Step Mail Merge Wizard...

- You will see a panel displayed to the right of your document. In this case we wish to produce a mail merged letter, so we will use the **Letters** selection.



Mail Merge

Select document type

What type of document are you working on?

● Letters
○ E-mail messages
○ Envelopes
○ Labels
○ Directory

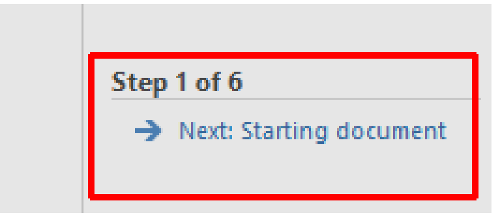
Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

- Click on the **Letters** button.

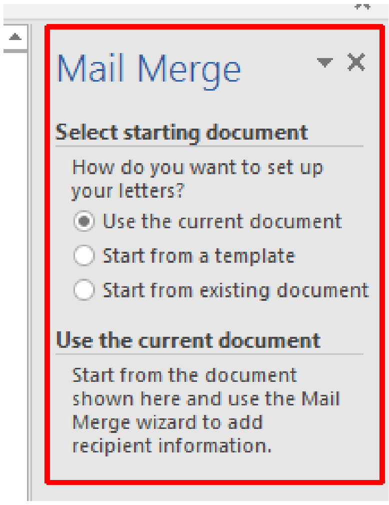
- At the bottom right of the screen you have the option of clicking on '**Next: Starting your document**' to take you to the next page of the mail merge wizard.



Step 1 of 6

Mail Merge Wizard - Step 2 of 6 'Select Starting document'

- You will see the following options displayed to the right of your document. In this case we will use the current document that is displayed on your screen.



Mail Merge

Select starting document

How do you want to set up your letters?

● Use the current document

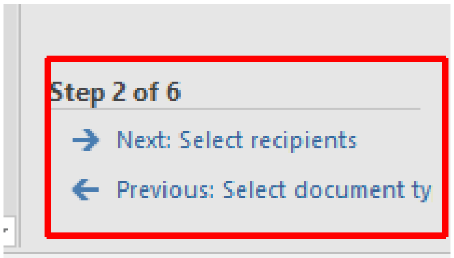
○ Start from a template

○ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

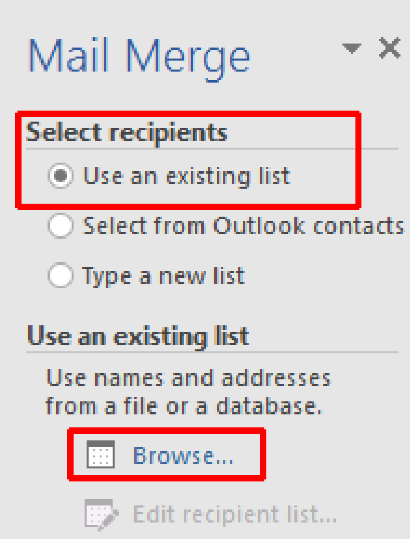
- Click on **Next: Select Recipients** at the bottom right of your screen.



Step 2 of 6

Mail Merge Wizard - Step 3 of 6 'Select recipients'

- The next step of the wizard lets you determine which list of recipients will be used for the mail merge process.


Mail Merge
Browse...
Edit recipient list...

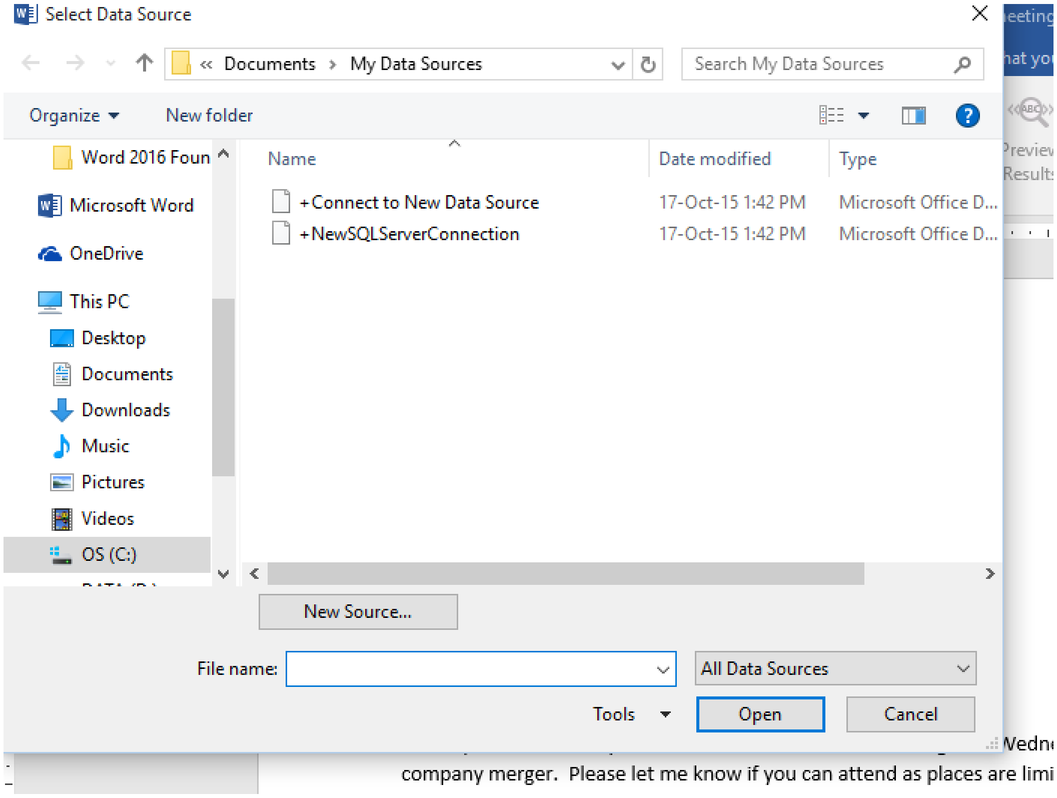
Select recipients

● Use an existing list
○ Select from Outlook contacts
○ Type a new list

Use an existing list

Use names and addresses from a file or a database.

- In this case we will select the option **Use an existing list**.
- Click on the **Browse** button. This will display the **Select Data Source** dialog box.

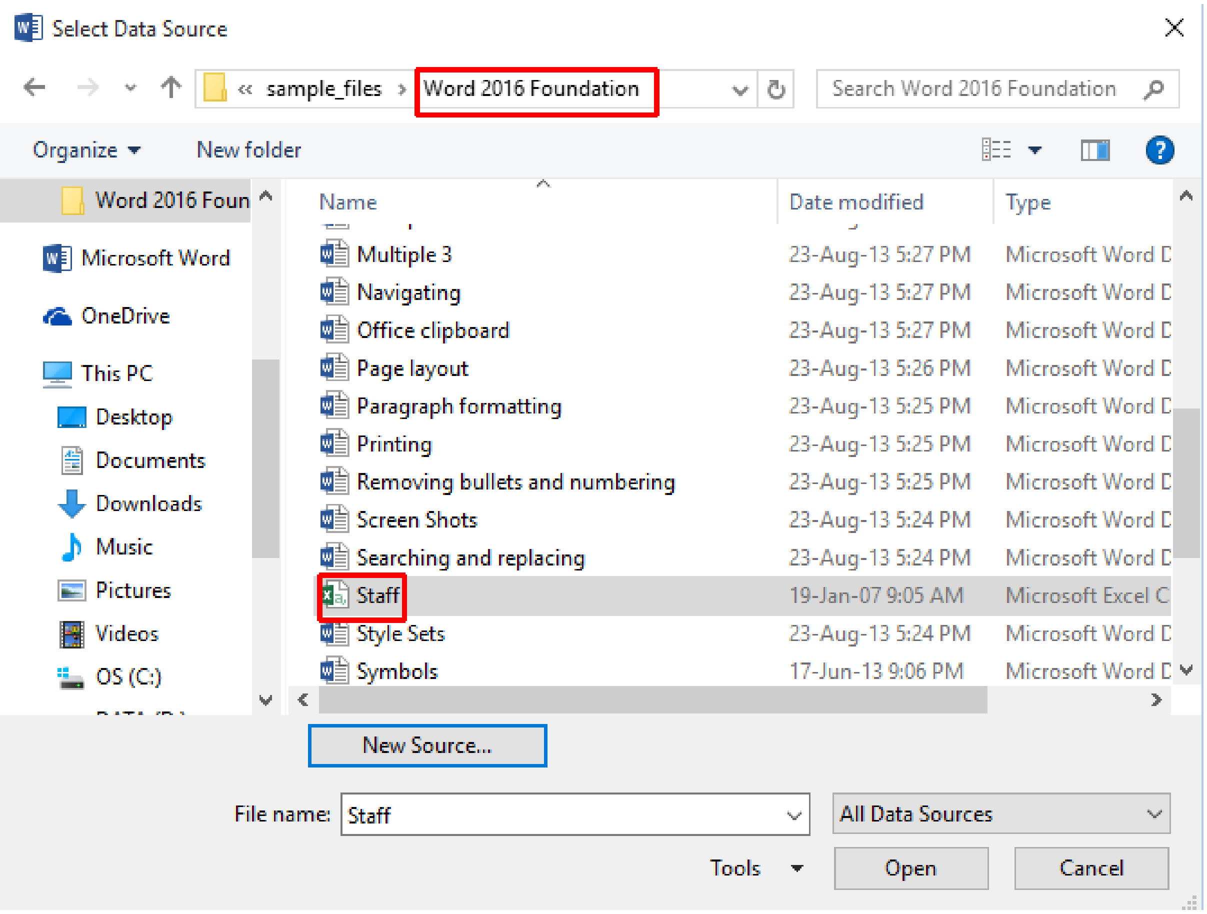

Select Data Source
« Documents › My Data Sources
Search My Data Sources
Organize
New folder
Word 2016 Foun
Microsoft Word
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
New Source...
File name:
All Data Sources
Tools
Open
Cancel

Name	Date modified	Type
+Connect to New Data Source	17-Oct-15 1:42 PM	Microsoft Office D...
+NewSQLServerConnection	17-Oct-15 1:42 PM	Microsoft Office D...

company merger. Please let me know if you can attend as places are limi

- Switch to the **My Documents** folder and then switch to the **Word 2016 Foundation** folder.

- Within the **Word 2016 Foundation** folder you should see a file listed called **Staff**.

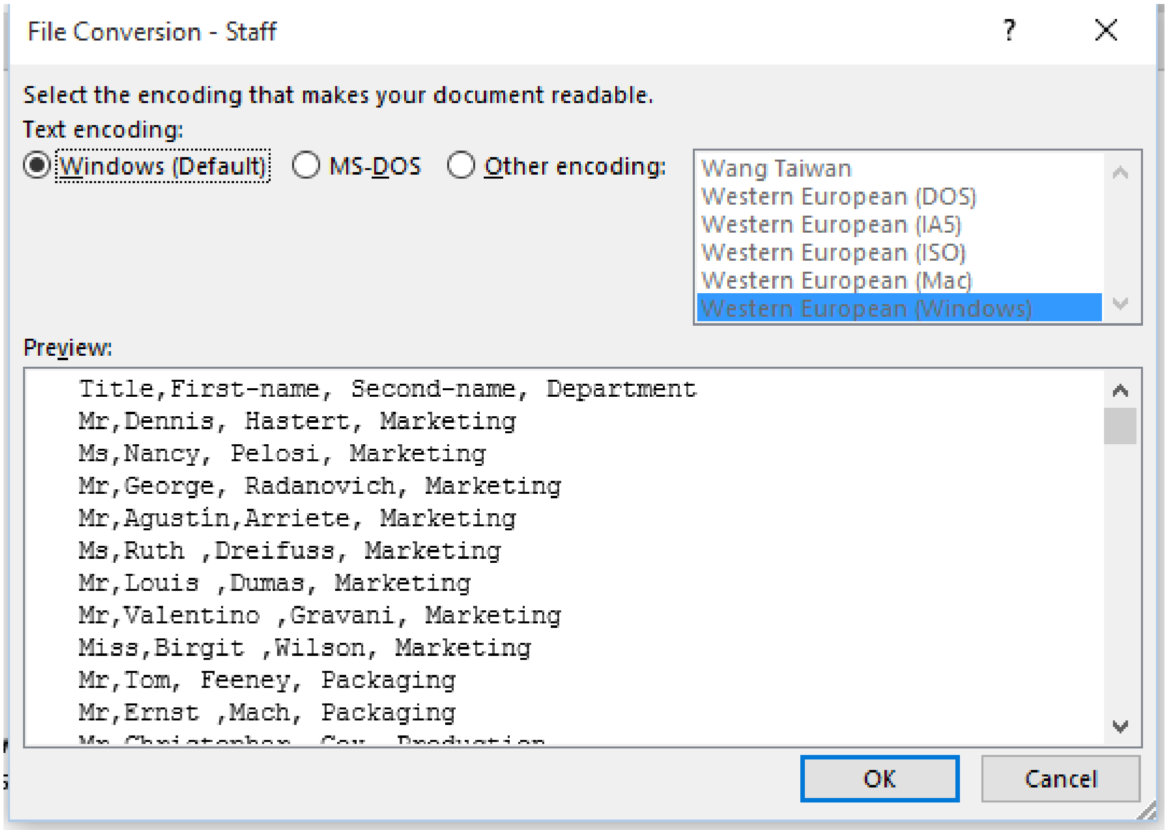

Select Data Source
« sample_files › Word 2016 Foundation
Search Word 2016 Foundation
Organize
New folder
Word 2016 Foun
Microsoft Word
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
New Source...
Tools
Open
Cancel

Name	Date modified	Type
Multiple 3	23-Aug-13 5:27 PM	Microsoft Word D
Navigating	23-Aug-13 5:27 PM	Microsoft Word D
Office clipboard	23-Aug-13 5:27 PM	Microsoft Word D
Page layout	23-Aug-13 5:26 PM	Microsoft Word D
Paragraph formatting	23-Aug-13 5:25 PM	Microsoft Word D
Printing	23-Aug-13 5:25 PM	Microsoft Word D
Removing bullets and numbering	23-Aug-13 5:25 PM	Microsoft Word D
Screen Shots	23-Aug-13 5:24 PM	Microsoft Word D
Searching and replacing	23-Aug-13 5:24 PM	Microsoft Word D
Staff	19-Jan-07 9:05 AM	Microsoft Excel C
Style Sets	23-Aug-13 5:24 PM	Microsoft Word D
Symbols	17-Jun-13 9:06 PM	Microsoft Word D

File name: Staff

All Data Sources

- Double click on the file called **Staff**. This will display the **File Conversion** dialog box.



File Conversion - Staff

Select the encoding that makes your document readable.

Text encoding:

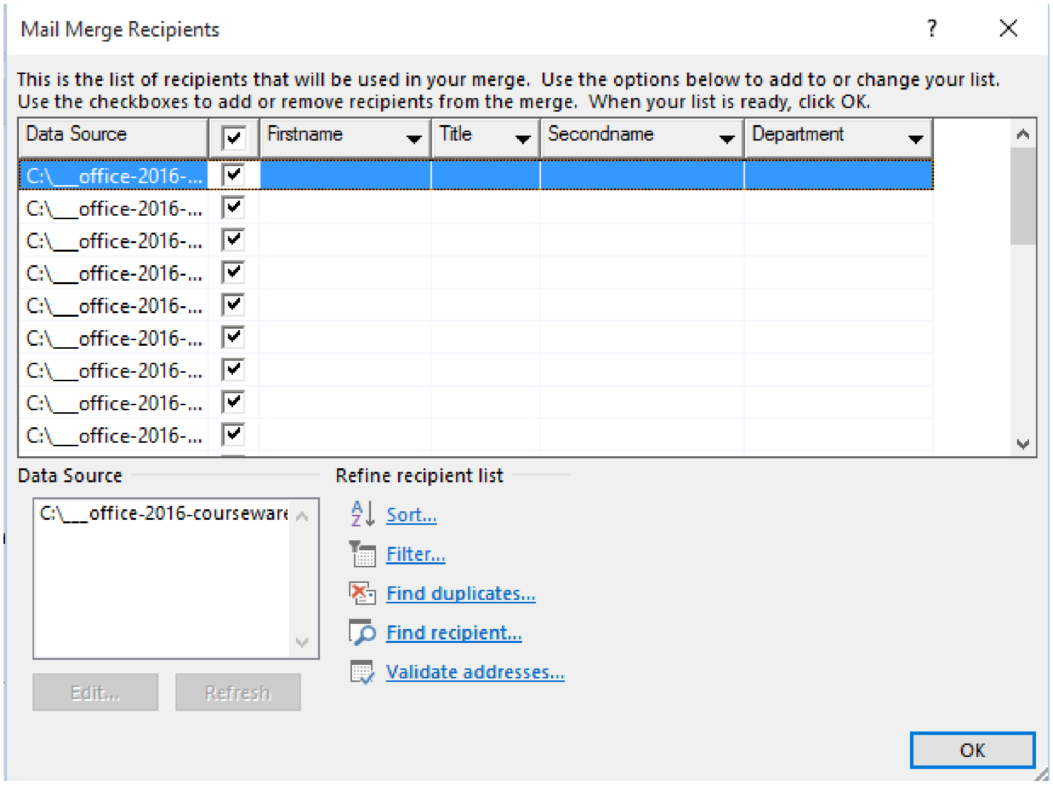
● Windows (Default) ○ MS-DOS ○ Other encoding:

Wang Taiwan
Western European (DOS)
Western European (IA5)
Western European (ISO)
Western European (Mac)
Western European (Windows)

Preview:

```
Title,First-name, Second-name, Department
Mr,Dennis, Hastert, Marketing
Ms,Nancy, Pelosi, Marketing
Mr,George, Radanovich, Marketing
Mr,Agustín,Arriete, Marketing
Ms,Ruth ,Dreifuss, Marketing
Mr,Louis ,Dumas, Marketing
Mr,Valentino ,Gravani, Marketing
Miss,Birgit ,Wilson, Marketing
Mr,Tom, Feeney, Packaging
Mr,Ernst ,Mach, Packaging
```

- Click on the **OK** button which will display the **Mail Merge Recipients** dialog box.



Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

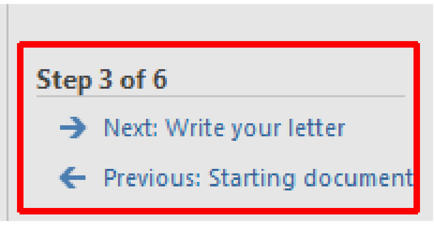
Data Source	☑	Firstname	Title	Secondname	Department
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				
C:\__office-2016-...	☑				

Data Source

C:\__office-2016-courseware

?
Edit...
Refresh
Refine recipient list
Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...
OK

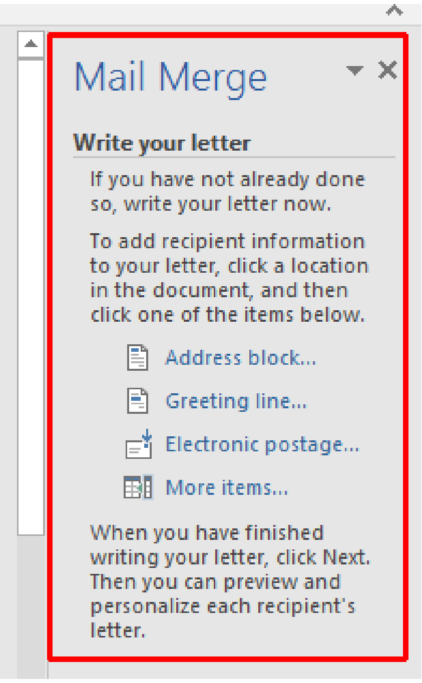
- Click on the **OK** button to continue.
- Click on the **Next: Write your letter** option at the bottom right of the screen.



Step 3 of 6
Next: Write your letter
Previous: Starting document

Mail Merge Wizard - Step 4 of 6 ‘Write your letter’

- The following options are displayed to the right of your document.



Mail Merge

Write your letter

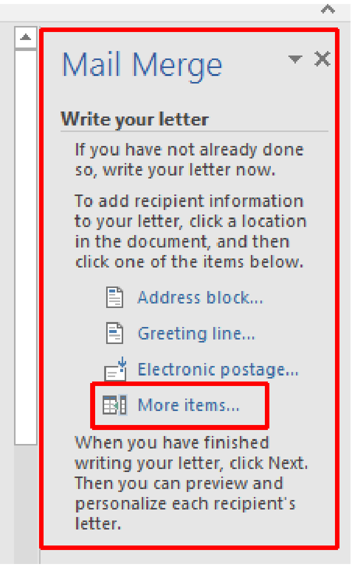
If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

Address block...
Greeting line...
Electronic postage...
More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

- Click at the start of your document (where we want to insert the codes relating to the person to whom the letter is addressed).
- Click on **More items**.



Mail Merge

Write your letter

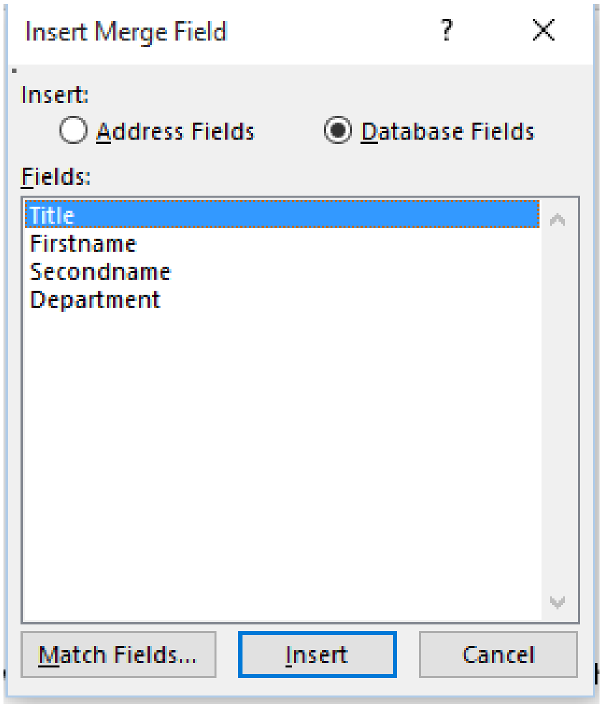
If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

Address block...
Greeting line...
Electronic postage...
More items...

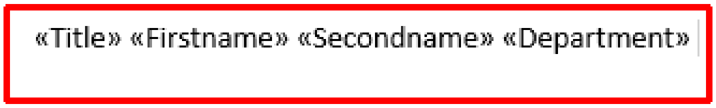
When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

This will display the **Insert Merge Field** dialog box.


Insert Merge Field
?
Insert:
○ Address Fields
● Database Fields
Fields:
Title
Firstname
Secondname
Department
Match Fields...
Insert
Cancel

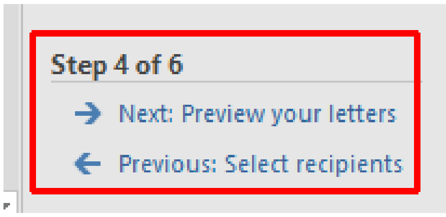
- Make sure that **Title** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Space bar**.
- Click on the **More items** command. This will display the **Insert Merge Field** dialog box.
- Make sure that **Firstname** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Space bar**.
- Click on the **More items** command. This will display the **Insert Merge Field** dialog box.
- Make sure that **Secondname** is selected and then click on the **Insert** button. Click on the **Close** button. Press the **Enter** key.
- Click on the **More items** command. This will display the **Insert Merge Field** dialog box.
- Make sure that **Department** is selected and then click on the **Insert** button. Click on the **Close** button.

Your document should now contain the following merge field codes.



«Title» «Firstname» «Secondname» «Department»

- Click on the **Next: Preview your letters** option at the bottom right of the screen.

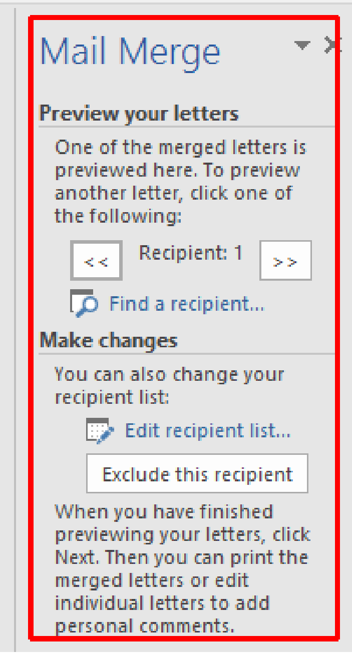


Step 4 of 6

Next: Preview your letters
Previous: Select recipients

Mail Merge Wizard - Step 5 of 6: Previewing your letters

- You will see the following choices.



Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<<
Recipient: 1
>>
Find a recipient...

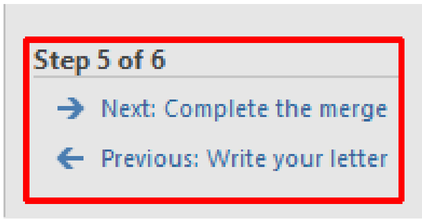
Make changes

You can also change your recipient list:

Edit recipient list...
Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

- Click on the **double arrow** button to preview your letter. Click a few more times to previw more letters.
- Click on the **Next: Complete the merge** button at the bottom-right of the screen to continue.

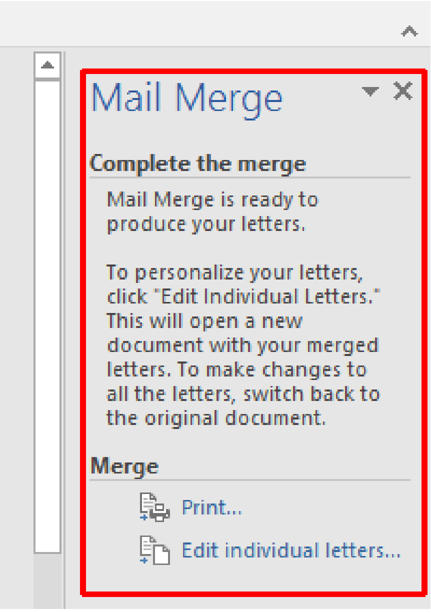


Step 5 of 6

Next: Complete the merge
Previous: Write your letter

Mail Merge Wizard - Step 6 of 6 Printing Options

- You will see the following information displayed.



Mail Merge

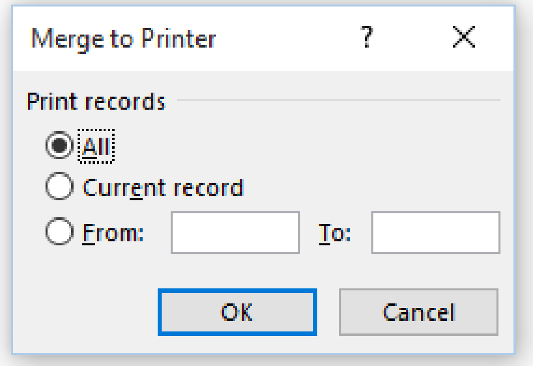
Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

- If you were to click on the **Print** option, you would see the **Merge to Printer** dialog box which lets you select what to print.

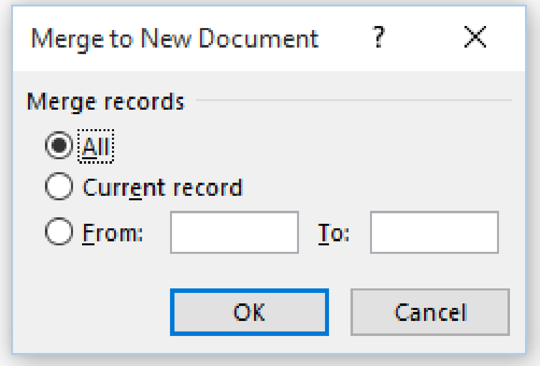


Merge to Printer

Print records

● All
○ Current record
○ From: To:

- In this case click on the **Edit Individual letters** option. You will see the following dialog box which lets you select what to merge.



Merge to New Document

Merge records

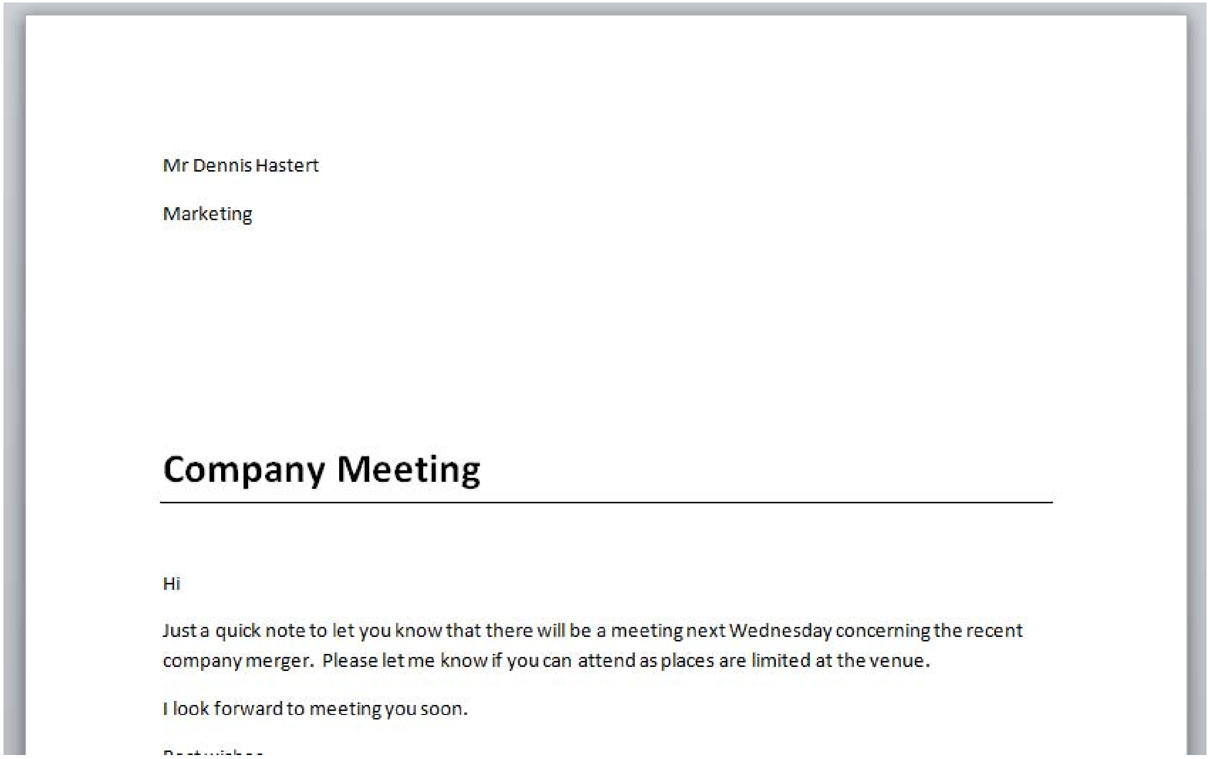
● All

○ Current record

○ From: To:

- Click on the **OK** button to merge all the print records.

A new document will be created containing your mail merged letters.



Mr Dennis Hastert

Marketing

Company Meeting

Hi

Just a quick note to let you know that there will be a meeting next Wednesday concerning the recent company merger. Please let me know if you can attend as places are limited at the venue.

I look forward to meeting you soon.

In real life you could check through this and print later. In this case to save paper we will not actually print this document. Scroll through the document to see if everything is as you expected. Save the document as **My First Mail Merge**. Close the mail merged document.

- Close the open document and save your changes.

Creating a mailing list to be used within a mail merge

- In many cases when you perform a mail merge your mailing list will have been prepared and formatted by someone else. If it is a mailing list to be sent out to business customers, it may have been bought in from a company that specializes in providing business mailing lists.

- There are rules for formatting a mailing list, so that when you perform a mail merge Microsoft Word will recognize the format. The mailing list should have a header row at the top of the list which describes the contents of each column. For instance, a column may be called **First_name**, and the next column called **Second_name**, and the next column could be called **Telephone_number** and so on. It does not matter what you call each column, but keep the name as short as possible and for maximum compatibility with other programs do not use spaces in the description but use hyphens to join the words in a column description.

- You can create a list within a Microsoft Word document with each column of data being separated by a tab, space or a comma. Alternatively, you could create your data within an Excel worksheet. Normally when you buy in a mailing list it is supplied in CSV (Comma-Separated Values). A CSV file is a text file using commas to separate each column.

- We shall now create a small mailing list in CSV format. Create a new document by pressing **Ctrl+N**.

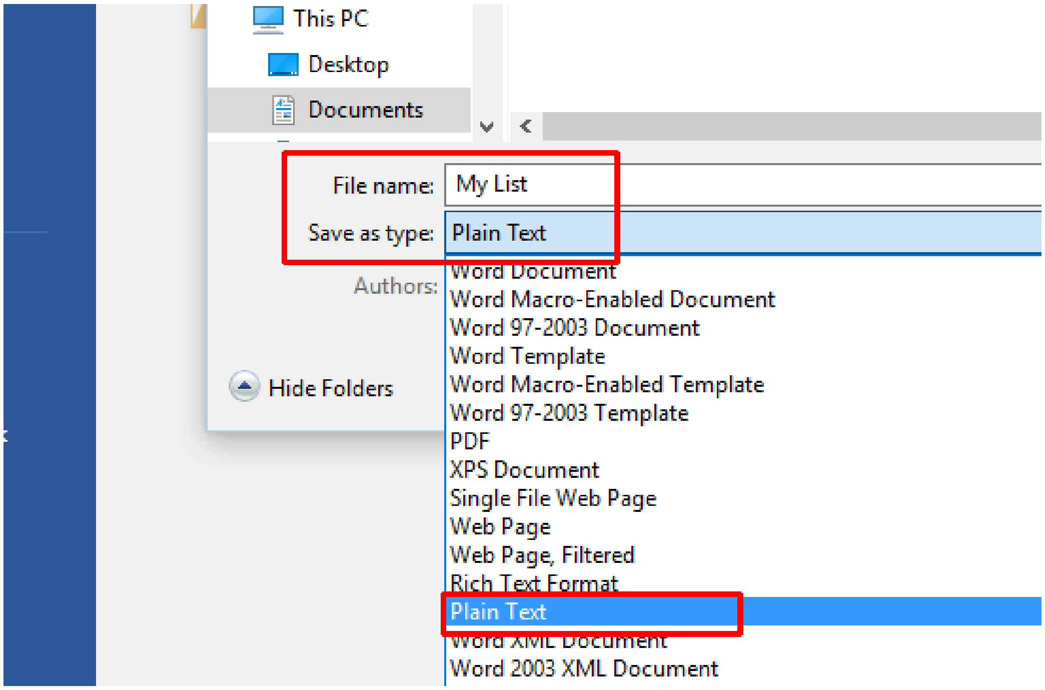
- Type in the following details, in each case separating one item of information from the next by a comma. Press the **Enter** key at the end of each line.

  NOTE: Do not press the **Enter** key at the end of the last line relating to **Robert Menendez.**

  First-name, Second-name, Department
  George, Radanovich, Marketing
  Hilda, Solis, Sales
  Dennis, Hastert, Marketing
  Tom, DeLay, Production
  Roy, Blunt, Sales
  Tom, Feeney, Packaging
  Mark, Kirk, Sales
  Michael, Ferguson, Sales
  Christopher, Cox, Production
  Nancy, Pelosi, Marketing
  Steny, Hoyer, Marketing
  Robert, Menendez, Sales

- Click on the **Save** icon, and the **Save As** dialog box will be displayed.

- In the file name section use the name **My-List**.
- Click on the **down arrow** in the **Save as type** section and select **Plain text** (you may have to scroll down to see this option)


This PC
Desktop
Documents
Authors:
Hide Folders
Word Document
Word Macro-Enabled Document
Word 97-2003 Document
Word Template
Word Macro-Enabled Template
Word 97-2003 Template
PDF
XPS Document
Single File Web Page
Web Page
Web Page, Filtered
Rich Text Format
Plain Text
Word XML Document
Word 2003 XML Document

File name: My List

Save as type: Plain Text

- Save the file. You may see a warning dialog box telling you that you are saving your file as a text only file, if so confirm the save. You have just created your first file in CSV format. Close your document.

Merging a mailing list to produce labels

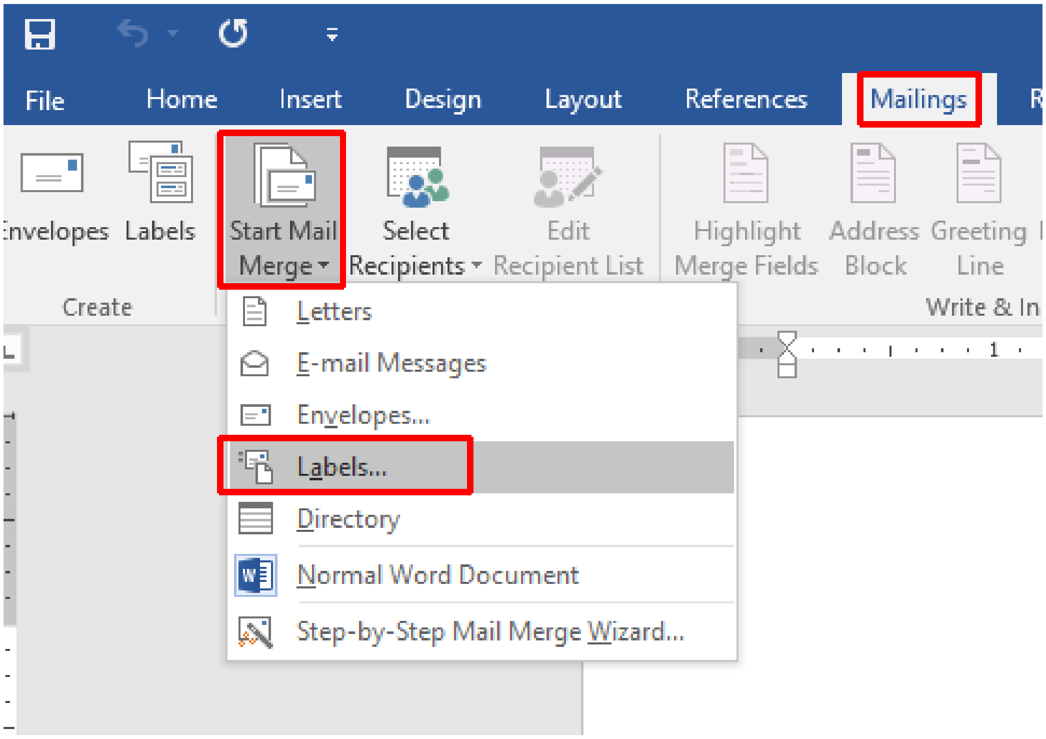
- When you are performing a mail merge to produce mail merged letters you can use Windowed envelopes so that the address in your mail merged letters matches the window in your windowed envelopes. Alternately you may post your mail merged letters in non-windowed envelopes in which case you will need to perform a separate mail merge to produce sheets of labels, with each label displaying a different address. If you do this, be very careful to match up the correct printed letters, with the correct printed labels!

- Alternatively, you may want to send out a standard marketing flyer to many addresses, in which case you need to mail merge your mailing list to sheets of labels.

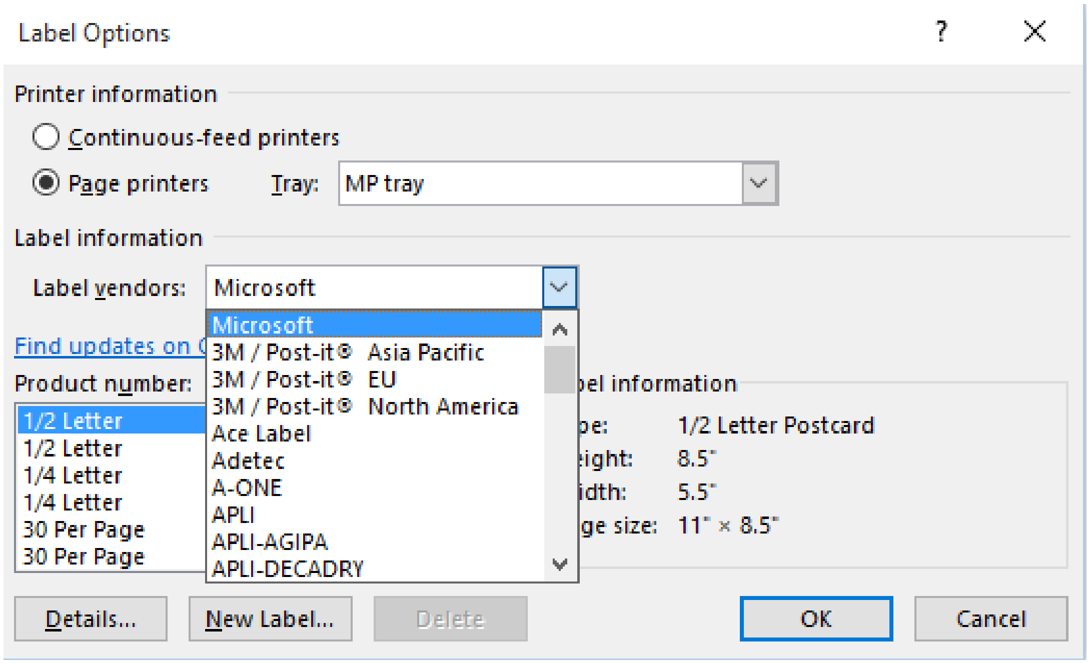
  WARNING: You can buy sheets of labels for use in a printer. If you are using a laser printer be sure that the labels you are intending to use are properly approved for use in a laser printer. Inside a laser printer is much hotter than the inside of an inkjet printer and you may find that if you use the wrong type of labels they curl up, or even worse, cause damage to your laser printer!

- To merge a mailing list to labels is very easy. Create a new blank document, by pressing **Ctrl+N**.
- Click on the **Mailings** tab.

- Click on the **Start Mail Merge** button, and from the list displayed select **Labels**.


File
Home
Insert
Design
Layout
References
Mailings
Envelopes
Labels
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Create
Write & In
Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step-by-Step Mail Merge Wizard...

- The **Label Options** dialog box is displayed. First select the manufacturer of your labels.

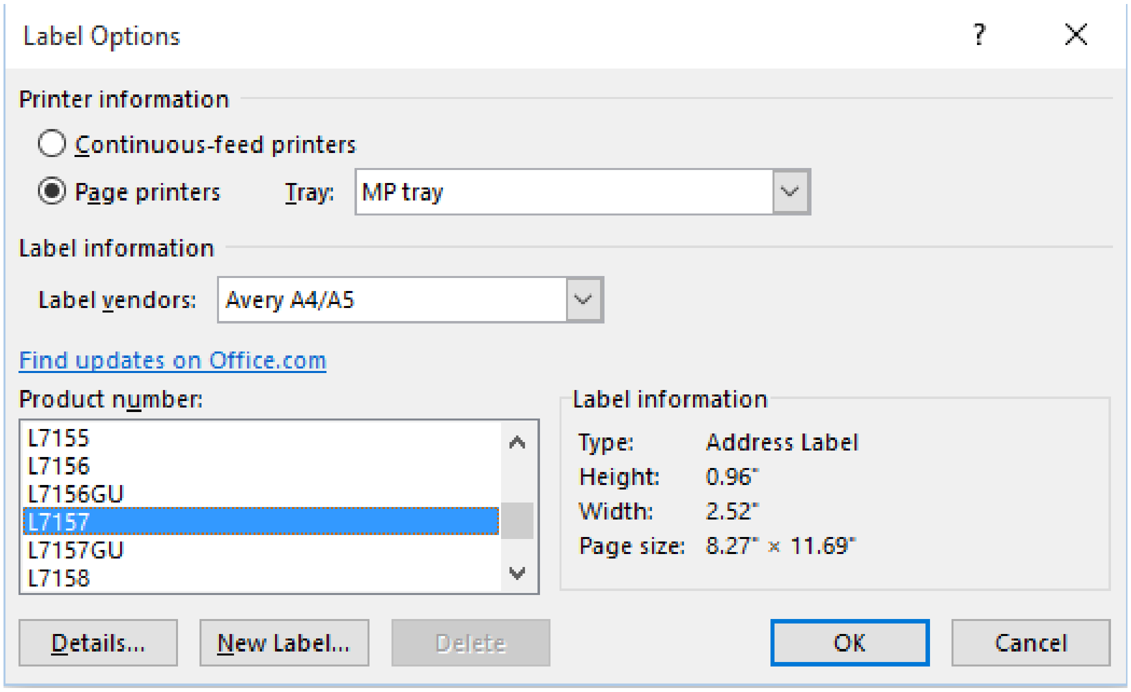

Label Options
?
Printer information
Continuous-feed printers
Label information
Find updates on
Product number:
1/2 Letter
1/2 Letter
1/4 Letter
1/4 Letter
30 Per Page
30 Per Page
Microsoft
3M / Post-it® Asia Pacific
3M / Post-it® EU
3M / Post-it® North America
Ace Label
Adetec
A-ONE
APLI
APLI-AGIPA
APLI-DECADRY
Details...
New Label...
Delete
OK
Cancel

○ Continuous-feed printers
● Page printers Tray: MP tray
Label vendors: Microsoft
Type: 1/2 Letter Postcard
Height: 8.5"
Width: 5.5"
Page size: 11" × 8.5"

Avery is a popular supplier of label sheets.

NOTE: Avery has different product codes for **A4** sized sheets and **US letter** sized label sheets. Be sure to select the correct category if you are using Avery labels.

- In this case choose **Avery** as the manufacturer.
- Once you have selected a manufacturer you need to select a **Product Number**. The product number relates to the size of each individual label, how they are laid out on a sheet and how many labels are contained within each sheet. You will notice that as you select a **Product number**, information about this label type is displayed in the **Label Information** section.



○ Continuous-feed printers
● Page printers Tray: MP tray

Label information

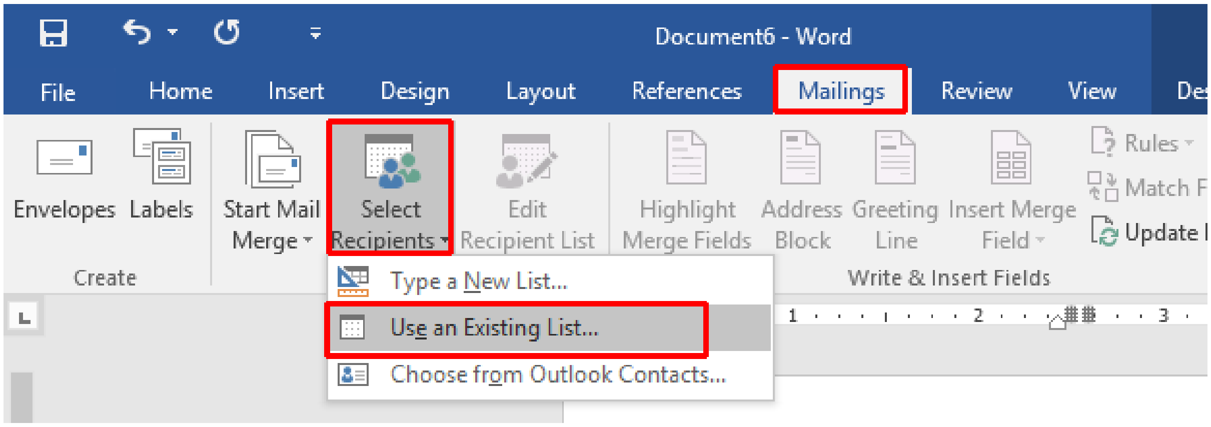
Label vendors: Avery A4/A5

Product number:
L7155
L7156
L7156GU
L7157
L7157GU
L7158

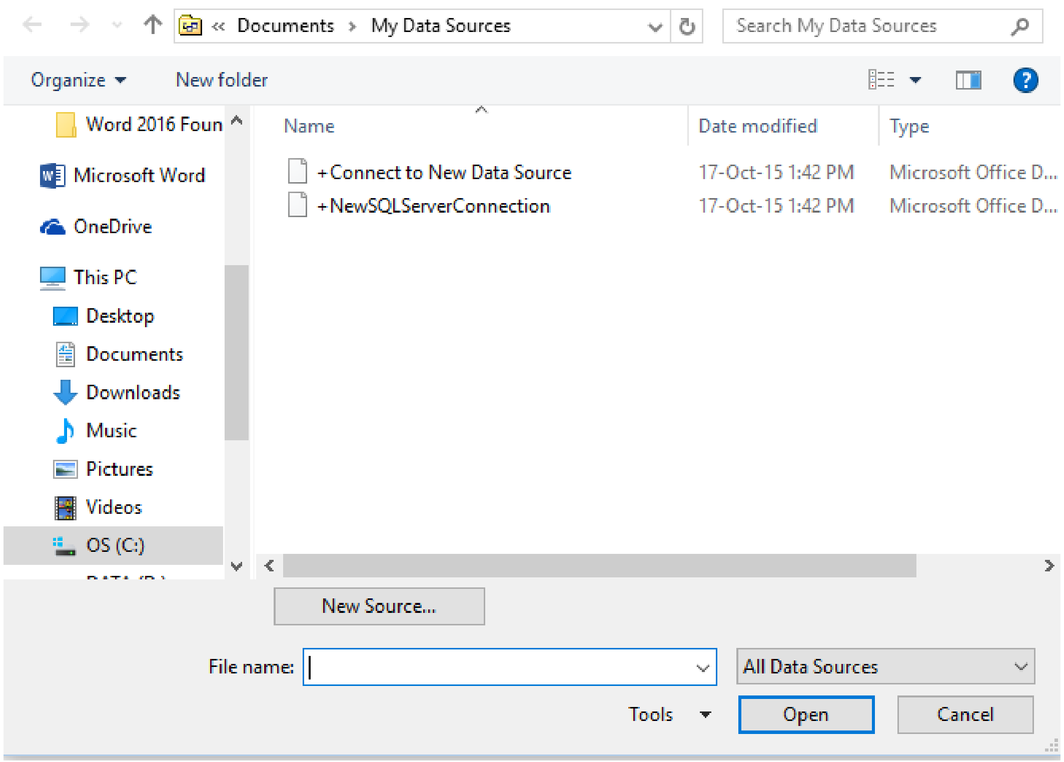
Label information
Type: Address Label
Height: 0.96"
Width: 2.52"
Page size: 8.27" × 11.69"

- Select an **Address Label**, the exact product number is not important as we will not actually be printing any labels in this exercise. Click on the **OK** button once you have made a selection.

- We have selected our label type; next we need to select a mailing list that will be used to print the labels. Click on the **Select Recipients** button and then click in **Use Existing List**.


Document6 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Envelopes
Labels
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match F
Update
Create
Write & Insert Fields
Type a New List...
Use an Existing List...
Choose from Outlook Contacts...

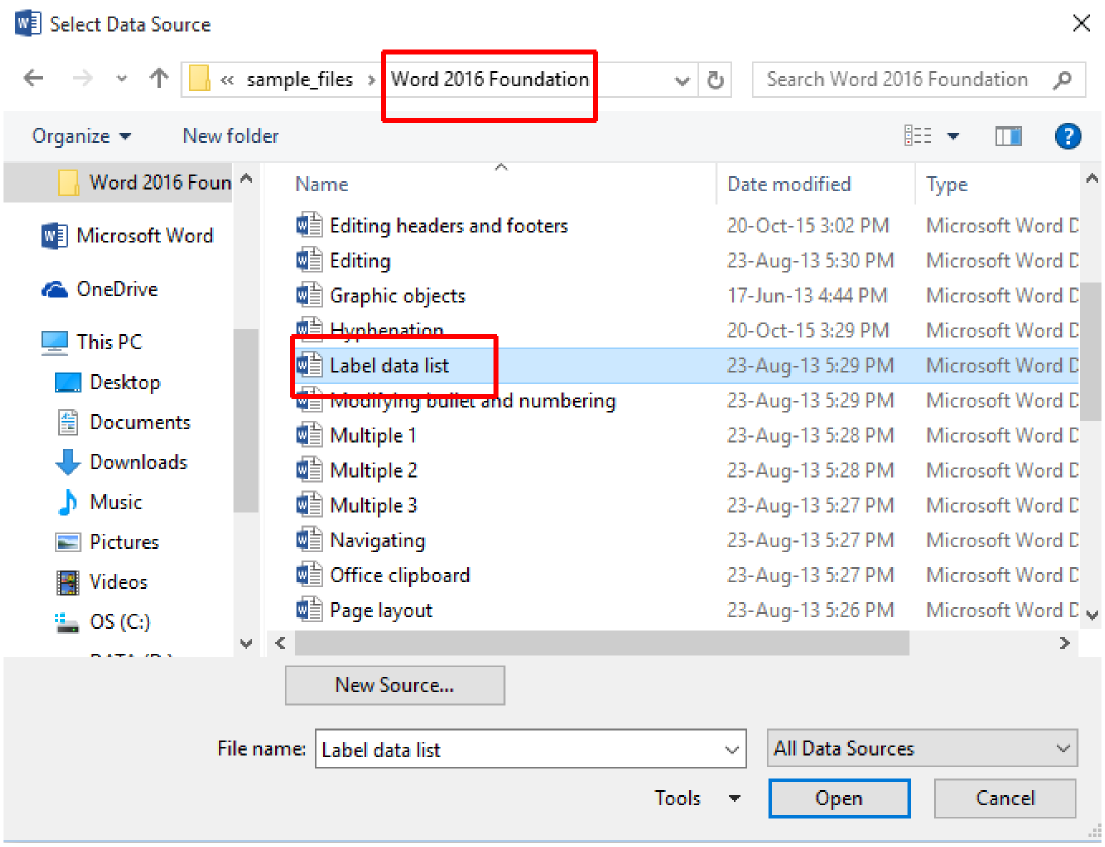
- The **Select Data Source** dialog box will be displayed.


« Documents › My Data Sources
Search My Data Sources
Organize
New folder
Word 2016 Foun
Microsoft Word
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
New Source...
File name:
All Data Sources
Tools
Open
Cancel

Name	Date modified	Type
+Connect to New Data Source	17-Oct-15 1:42 PM	Microsoft Office D...
+NewSQLServerConnection	17-Oct-15 1:42 PM	Microsoft Office D...

- You will need to navigate to the folder containing your sample files, which is in the **Word 2016 Foundation** folder, under the **Documents** folder.

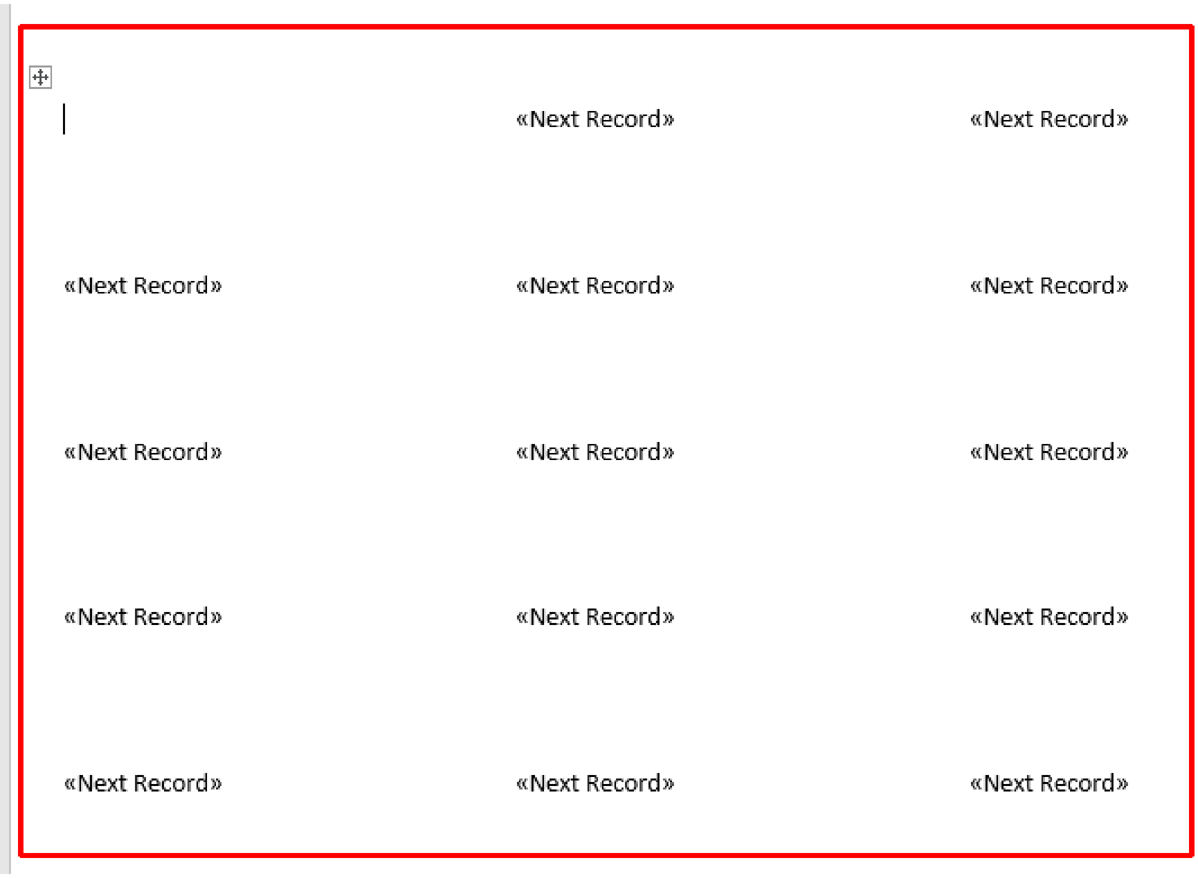
- Within the **Word 2016 Foundation** folder select a Microsoft Word document called **Label data list**.


Select Data Source
« sample_files › Word 2016 Foundation
Search Word 2016 Foundation
Organize
New folder
Word 2016 Foun
Microsoft Word
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
New Source...
All Data Sources
Tools
Open
Cancel

Name	Date modified	Type
Editing headers and footers	20-Oct-15 3:02 PM	Microsoft Word D
Editing	23-Aug-13 5:30 PM	Microsoft Word D
Graphic objects	17-Jun-13 4:44 PM	Microsoft Word D
Hyphenation	20-Oct-15 3:29 PM	Microsoft Word D
Label data list	23-Aug-13 5:29 PM	Microsoft Word D
Modifying bullet and numbering	23-Aug-13 5:29 PM	Microsoft Word D
Multiple 1	23-Aug-13 5:28 PM	Microsoft Word D
Multiple 2	23-Aug-13 5:28 PM	Microsoft Word D
Multiple 3	23-Aug-13 5:27 PM	Microsoft Word D
Navigating	23-Aug-13 5:27 PM	Microsoft Word D
Office clipboard	23-Aug-13 5:27 PM	Microsoft Word D
Page layout	23-Aug-13 5:26 PM	Microsoft Word D

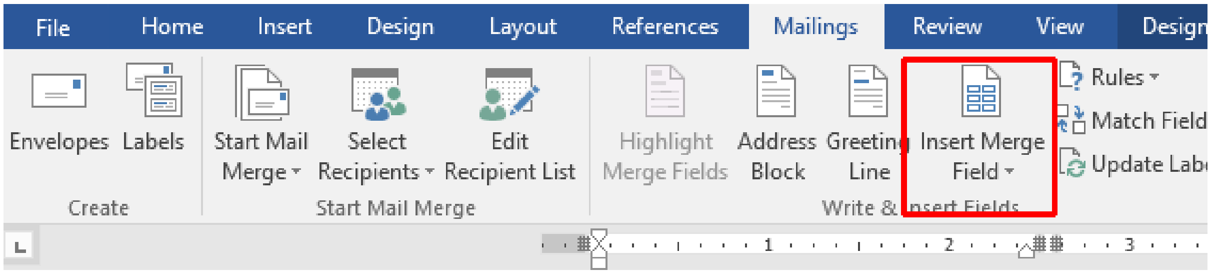
File name: Label data list

- Click on the **Open** button and you will see the following:

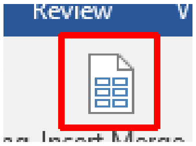


	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

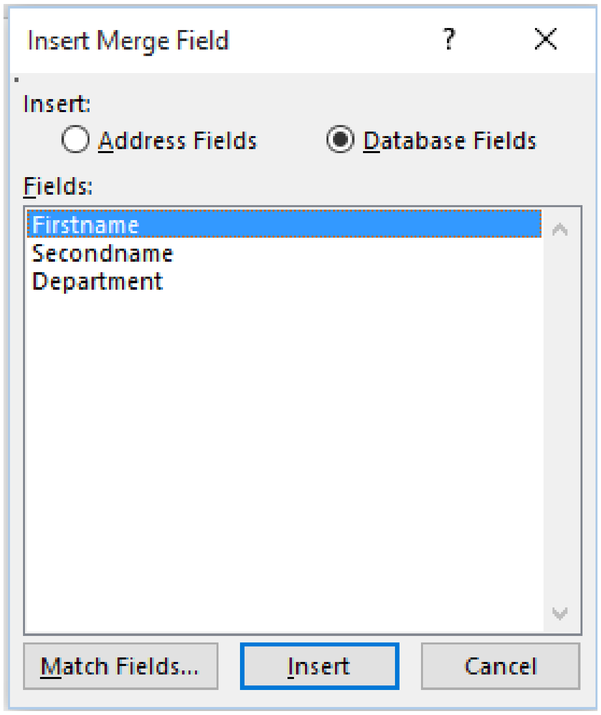
- The insertion point should be displayed at the start of the first line in the first label.
- Move the mouse pointer over the **Insert Merge Field** button.


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields
Rules
Match Fields
Update Labels

You will notice that this button consists of two parts. Click on the upper part of this button, i.e. the part displaying as an icon.


Review
Insert Merge

This will display the **Insert Merge Field** dialog box displaying fields you can insert into the document.



Insert Merge Field

Insert:

○ Address Fields ● Database Fields

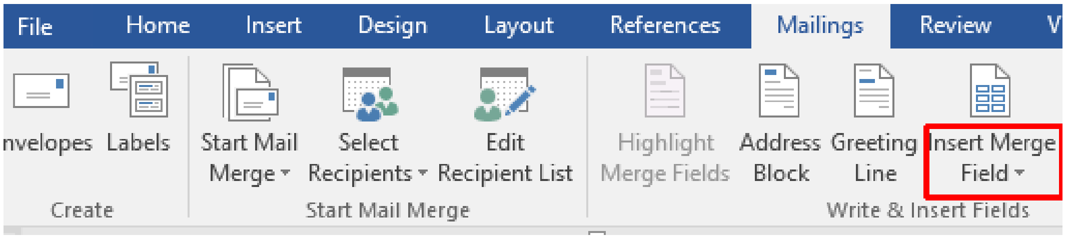
Fields:

Firstname
Secondname
Department

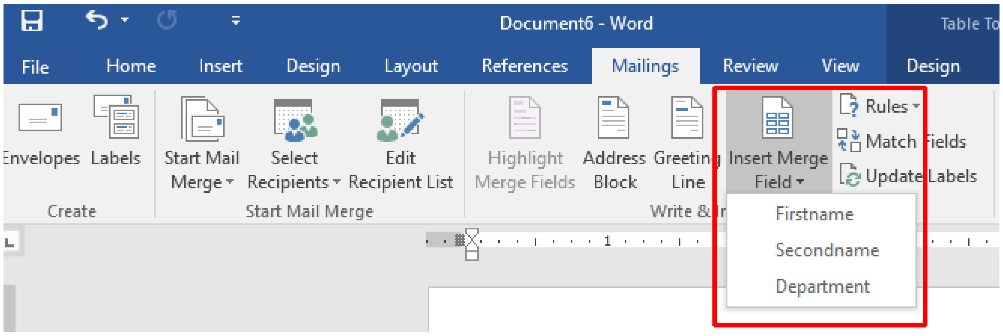
?
Match Fields...
Insert
Cancel

In this case click on the **Cancel** button.

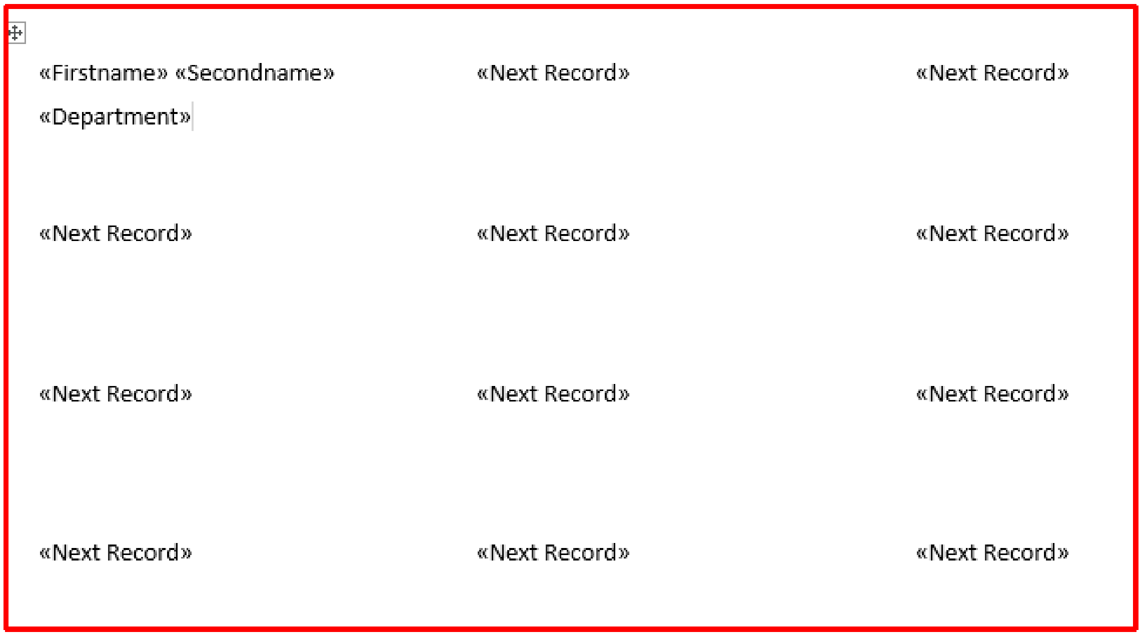
- If you click on the lower part of the button, you will see a drop down list of merge fields.


File
Home
Insert
Design
Layout
References
Mailings
Review
V
nvelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & Insert Fields

- You could use either method to insert your merge fields. In this example we will use the lower part of the button.

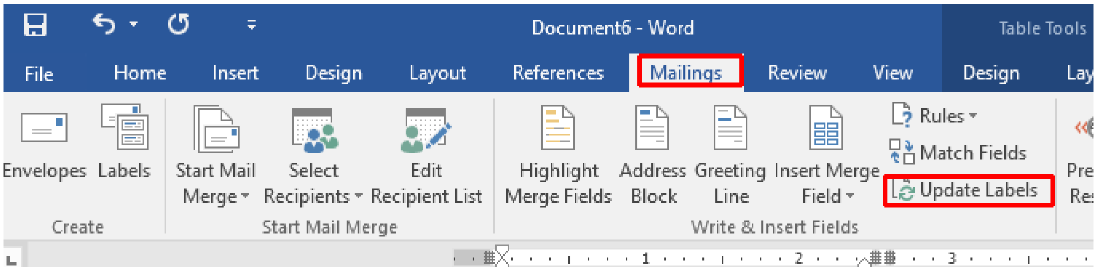

Document6 - Word
Table To
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Envelopes
Labels
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Create
Start Mail Merge
Write &
Firstname
Secondname
Department

- Click on **Firstname** from the drop down list.
- Press the **Spacebar** and then insert the field name **Secondname**.
- Press the **Enter** key to drop down to the next line and insert the field name **Department**. Your page will now look like this.

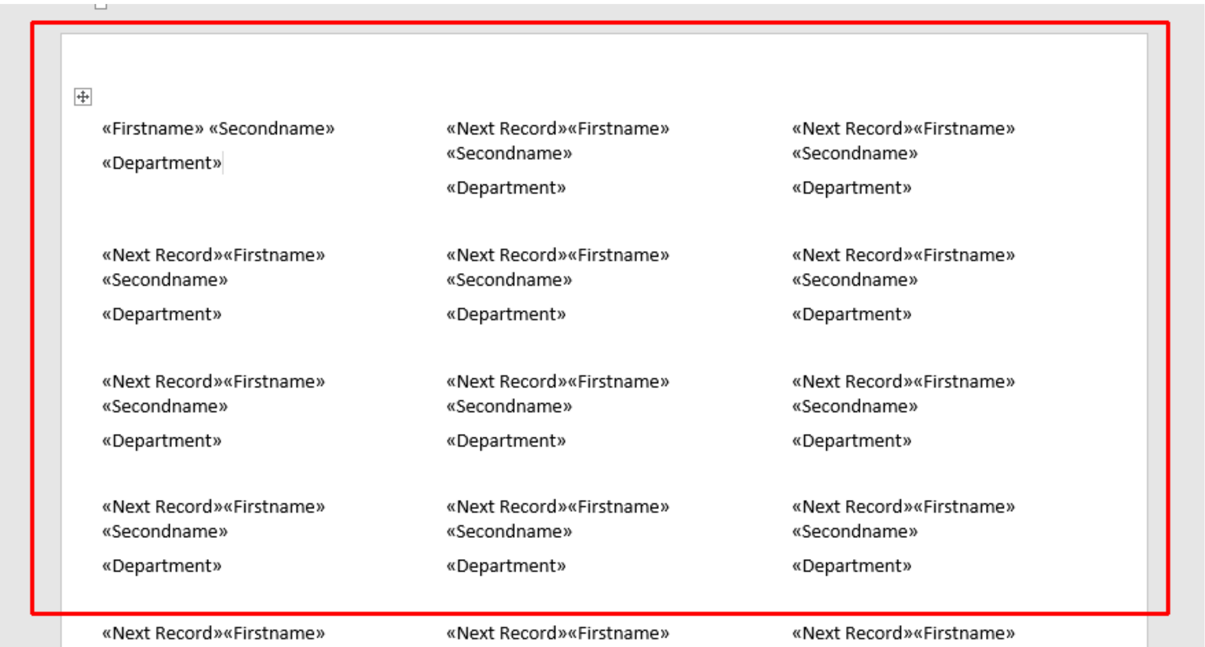


«Firstname» «Secondname» «Department»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

- Click on the **Update Labels** button.

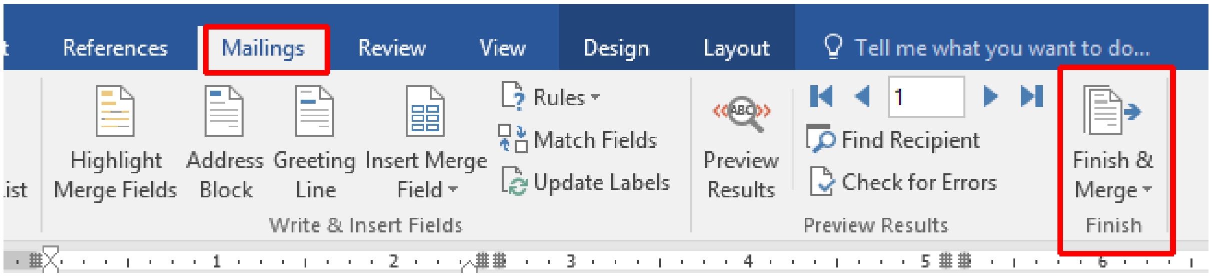

Document6 - Word
Table Tools
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Design
Envelopes
Labels
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Create
Start Mail Merge
Write & Insert Fields

Your screen will now look like this.

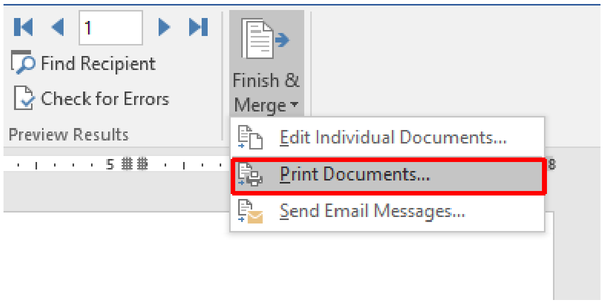


«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»
«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»
«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»
«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»	«Next Record»«Firstname» «Secondname» «Department»
«Next Record»«Firstname»	«Next Record»«Firstname»	«Next Record»«Firstname»

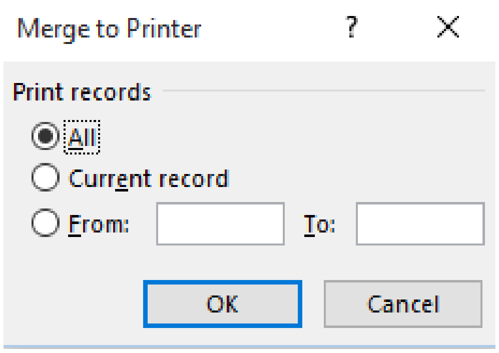
- Click on the **Finish & Merge** button.


References
Mailings
Review
View
Design
Layout
Tell me what you want to do...
ist
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
1
Find Recipient
Check for Errors
Preview Results
Finish & Merge
Finish

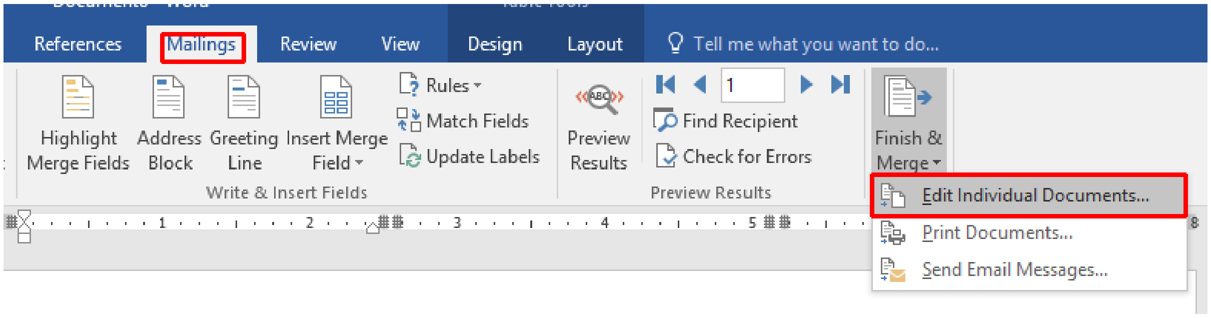
- You will see a drop down list displayed.


1
Find Recipient
Check for Errors
Preview Results
Finish & Merge
Edit Individual Documents...
Print Documents...
Send Email Messages...

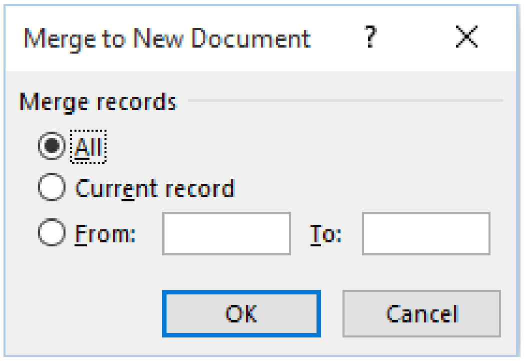
If you simply wished to print the merged labels you could click on the **Print Document** command. You would see the **Merge to Printer** dialog box, allowing some control of what to print, as illustrated.


Merge to Printer
?
×
Print records
● All
○ Current record
○ From:
To:
OK
Cancel

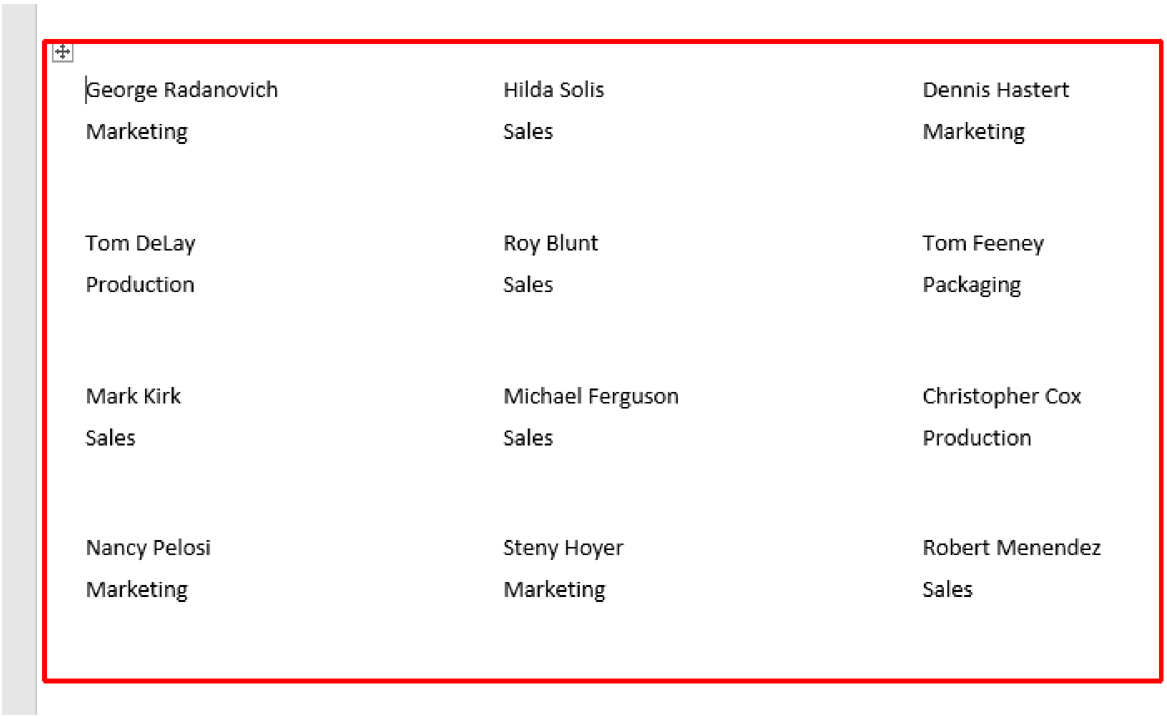
- In this case we will merge the data to a new document. To do this click on the **Edit Individual Documents** command.


References
Mailings
Review
View
Design
Layout
Tell me what you want to do...
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
1
Find Recipient
Check for Errors
Preview Results
Finish & Merge
Edit Individual Documents...
Print Documents...
Send Email Messages...

You will see the **Merge to New Document** dialog box.


Merge to New Document
?
×
Merge records
● All
○ Current record
○ From:
To:
OK
Cancel

- Click on the **OK** button and the mailing list will be merged to create a new document which can later be printed to sheets of labels, as illustrated.



George Radanovich Marketing	Hilda Solis Sales	Dennis Hastert Marketing
Tom DeLay Production	Roy Blunt Sales	Tom Feeney Packaging
Mark Kirk Sales	Michael Ferguson Sales	Christopher Cox Production
Nancy Pelosi Marketing	Steny Hoyer Marketing	Robert Menendez Sales

- You may print the merged document if you ask your tutor first (to make sure that the printer is connected and contains labels).

- Save and close all open files.

Excel 2016 Foundation

Excel 2016
Foundation

TUTOR SETUP INFORMATION.......... 6

SAMPLE FILES FOR THIS COURSE.......... 7

GETTING STARTED WITH EXCEL 2016.......... 8

Starting Excel 2016 using Windows 7 (or previous versions) 8
Selecting the Blank Worksheet template.......... 8
The Excel 2016 cell referencing system 9
Entering numbers and text 10
Default text and number alignment.......... 12
Summing a column of numbers.......... 13
Entering a date 15
Worksheets and Workbooks 16
Saving a workbook to your hard disk 17
Closing a workbook 21
Creating a new workbook.......... 21
Opening a workbook 21
Switching between workbooks.......... 23
Saving a workbook using another name 24
Saving a workbook using a different file type 25
Getting help within Excel 2016.......... 26
Searching for online help 29
Tell Me Help 30

EXCEL 2016 SELECTION TECHNIQUES.......... 34

Why are selection techniques important? 34
Selecting a cell.......... 34
Selecting a range of connecting cells 34
Selecting a range of non-connecting cells.......... 35
Selecting the entire worksheet.......... 35
Selecting a row 36
Selecting a range of connecting rows 37
Selecting a range of non-connected rows 37
Selecting a column 38
Selecting a range of connecting columns 39
Selecting a range of non-connecting columns.......... 39
Recommended techniques when creating or editing lists 40

MANIPULATING ROWS AND COLUMNS WITHIN EXCEL 2016 41

Inserting rows into a worksheet 41
Inserting columns into a worksheet 42
Deleting rows within a worksheet 44
Deleting columns within a worksheet 45
Modifying column widths 46
Modifying column widths using 'drag and drop' 47
Automatically resizing the column width to fit contents.......... 48
Modifying row heights.......... 49

MANIPULATING CELLS AND CELL CONTENT WITHIN EXCEL 2016.......... 51

Copying a cell or range contents within a workbook.......... 51
Deleting cell contents.......... 52
Moving the contents of a cell or range within a workbook.......... 53

- EDITING CELL CONTENT 54
- UNDO AND REDO 54
- COPYING DATA BETWEEN WORKSHEETS (WITHIN THE SAME WORKBOOK) 55
- MOVING DATA BETWEEN WORKSHEETS (WITHIN THE SAME WORKBOOK) 57
- MOVING DATA WORKSHEETS (BETWEEN DIFFERENT WORKBOOKS) 58
- COPYING DATA BETWEEN WORKSHEETS (IN DIFFERENT WORKBOOKS) 59
- AUTOFILL 59
- COPYING A DATA RANGE USING AUTOFILL 63
- SORTING A CELL RANGE 65
- SEARCHING AND REPLACING DATA 70

EXCEL 2016 WORKSHEETS 72

- SWITCHING BETWEEN WORKSHEETS 72
- RENAMING A WORKSHEET 72
- RECOMMENDED TECHNIQUES WITH NAMING WORKSHEETS 73
- INSERTING A NEW WORKSHEET 73
- DELETING A WORKSHEET 74
- COPYING A WORKSHEET WITHIN A WORKBOOK 75
- MOVING A WORKSHEET WITHIN A WORKBOOK 76
- COPYING OR MOVING WORKSHEETS BETWEEN WORKBOOKS 77

FONT FORMATTING WITHIN EXCEL 2016 80

- FONT FORMATTING OPTIONS 80
- FONT TYPE 80
- FONT SIZE 81
- BOLD, ITALIC, UNDERLINE FORMATTING 83
- CELL BORDER FORMATTING 84
- FORMATTING THE BACKGROUND COLOR 86
- FORMATTING THE FONT COLOR 87

ALIGNMENT FORMATTING WITHIN EXCEL 2016 89

- ALIGNMENT OPTIONS 89
- HORIZONTALLY ALIGNING CONTENTS IN A CELL RANGE 89
- CENTERING A TITLE OVER A CELL RANGE 89
- CELL ORIENTATION 91
- TEXT WRAPPING WITHIN A CELL 92
- ALIGNING CELL CONTENTS VERTICALLY 94
- FORMAT PAINTER 95

NUMBER FORMATTING WITHIN EXCEL 2016 97

- NUMBER FORMATTING 97
- DECIMAL POINT DISPLAY 97
- APPLYING AND REMOVING COMMA STYLE FORMATTING (TO INDICATE THOUSANDS) 99
- CURRENCY SYMBOL 100
- DATE STYLES 101
- PERCENTAGES 103

FREEZING ROW AND COLUMN TITLES WITHIN EXCEL 2016 104

- FREEZING ROW AND COLUMN TITLES 104

EXCEL 2016 FORMULAS 108

- CREATING FORMULAS 108
- THE EASY WAY TO CREATE FORMULAS 109

COPYING FORMULAS 110
OPERATORS 111
USING OPERATORS IN FORMULAS 111
FORMULA ERROR MESSAGES 112
RELATIVE CELL REFERENCING WITHIN FORMULAS 112
ABSOLUTE CELL REFERENCING WITHIN FORMULAS 113

EXCEL 2016 FUNCTIONS 116

WHAT ARE FUNCTIONS? 116
COMMON FUNCTIONS 116
SUM FUNCTION 117
AVERAGE FUNCTION 120
MAX FUNCTION 122
MIN FUNCTION 124
COUNT FUNCTION 126
THE COUNTA FUNCTION 129
THE COUNTBLANK FUNCTION 133
WHAT ARE 'IF FUNCTIONS'? 137
USING THE IF FUNCTION 137

EXCEL 2016 CHARTS 141

INSERTING A COLUMN CHART 141
INSERTING A LINE CHART 143
INSERTING A BAR CHART 145
INSERTING A PIE CHART 146
RESIZING A CHART 147
DELETING A CHART 149
CHART TITLE OR LABELS 149
CHANGING THE COLUMN, BAR, LINE OR PIE SLICE COLORS IN A CHART 151
MODIFYING THE LEGEND FILL COLOR 155
CHANGING THE CHART TYPE 158
MODIFYING CHARTS USING THE DESIGN TAB 161
MODIFYING THE CHART TITLE 162
MODIFYING THE CHART AXIS 163
MODIFYING THE CHART LEGEND 164
MODIFYING CHART DATA LABELS 165
DISPLAYING CHART DATA TABLES 167
MODIFYING CHART GRIDLINES 168
COPYING AND MOVING CHARTS WITHIN A WORKSHEET 169
COPYING AND MOVING CHARTS BETWEEN WORKSHEETS 169
COPYING AND MOVING CHARTS BETWEEN WORKBOOKS 170

CUSTOMIZING EXCEL 2016 171

MODIFYING BASIC EXCEL OPTIONS 171

Tutor Setup Information

- Copy the sample files folder, **Excel 2016 Foundation** to the **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

Sample files for this course

- During this course you will need to open samples files.

  These are stored under the **Documents** folder in a sub-folder called:

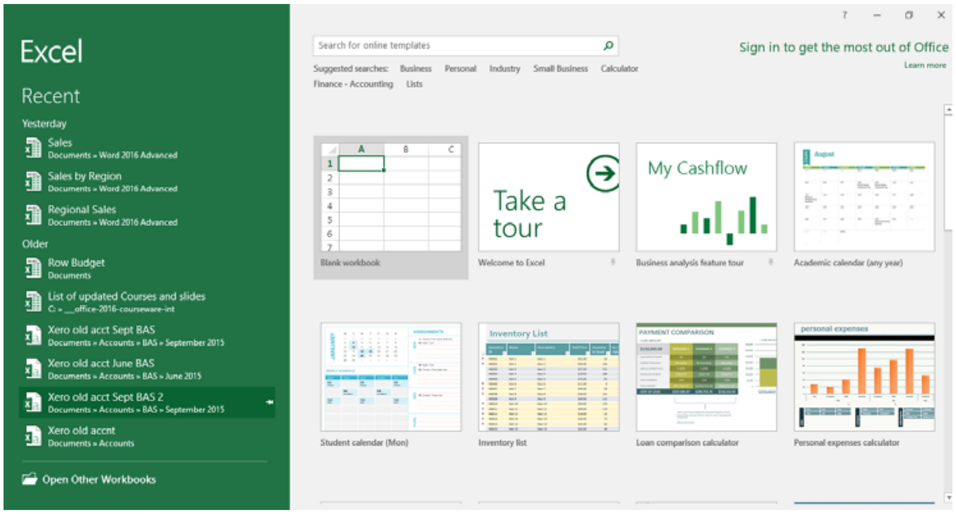
  Excel 2016 Foundation.

  If you create any new files, unless otherwise instructed, you should also save the files in this folder.

Getting started with Excel 2016

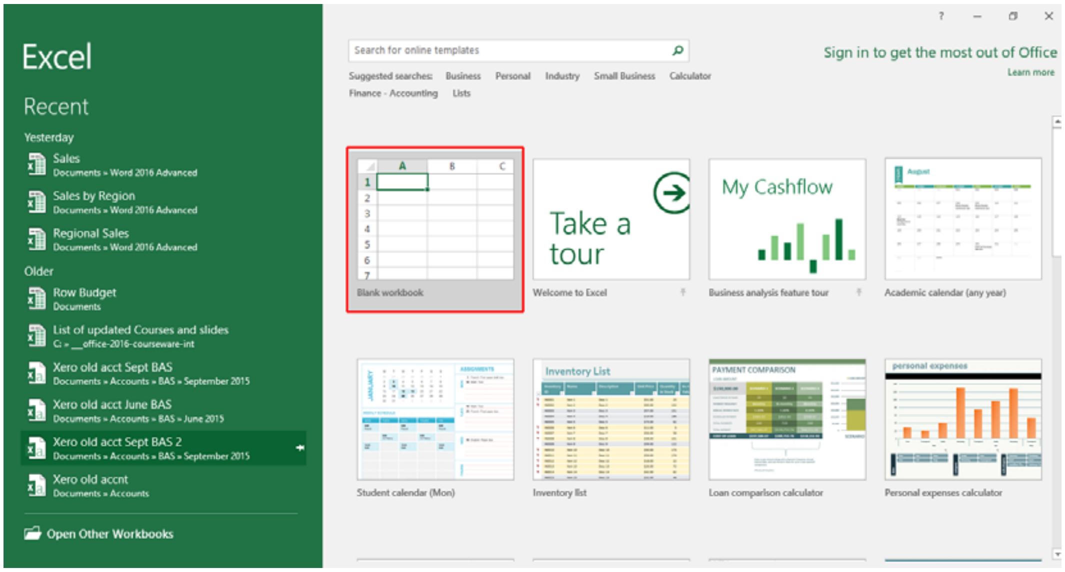
Starting Excel 2016 using Windows 7 (or previous versions)

- If you are using Windows 10 (or previous versions of Windows) click on the **Start** button (bottom-left of the screen). Click on **All Apps**. Click on **Microsoft Excel 2016**. The opening Excel 2016 window will be displayed, as illustrated.

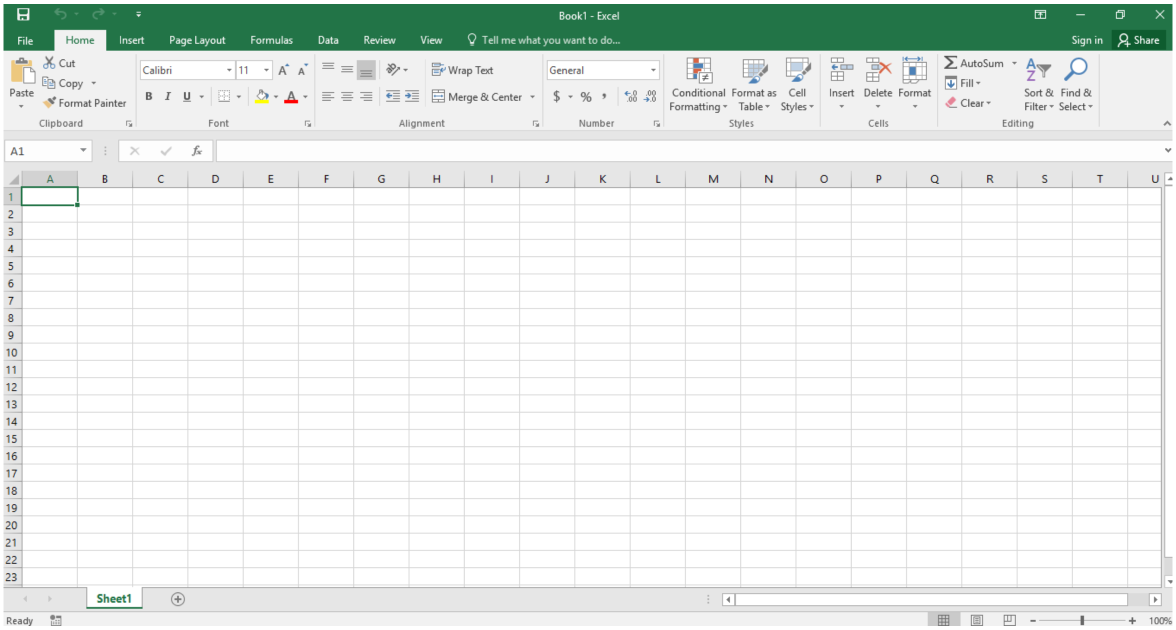

Excel
Recent
Yesterday
Sales
Documents » Word 2016 Advanced
Sales by Region
Documents » Word 2016 Advanced
Regional Sales
Documents » Word 2016 Advanced
Older
Row Budget
Documents
List of updated Courses and slides
C: » __office-2016-courseware-int
Xero old acct Sept BAS
Documents » Accounts » BAS » September 2015
Xero old acct June BAS
Documents » Accounts » BAS » June 2015
Xero old acct Sept BAS 2
Documents » Accounts » BAS » September 2015
Xero old accnt
Documents » Accounts
Open Other Workbooks
Search for online templates
Suggested searches: Business Personal Industry Small Business Calculator Finance - Accounting Lists
Sign in to get the most out of Office
Learn more
Blank workbook
Take a tour
Welcome to Excel
My Cashflow
Business analysis feature tour
Academic calendar (any year)
Student calendar (Mon)
Inventory list
Loan comparison calculator
Personal expenses calculator

Selecting the Blank Worksheet template

- Click on the **Blank Worksheet** template thumbnail.

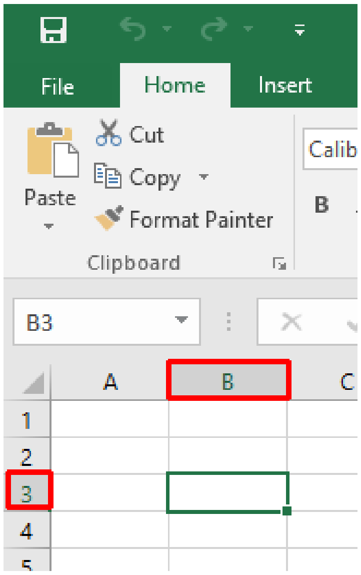

Excel
Recent
Yesterday
Sales
Documents » Word 2016 Advanced
Sales by Region
Documents » Word 2016 Advanced
Regional Sales
Documents » Word 2016 Advanced
Older
Row Budget
Documents
List of updated Courses and slides
C: » __office-2016-courseware-int
Xero old acct Sept BAS
Documents » Accounts » BAS » September 2015
Xero old acct June BAS
Documents » Accounts » BAS » June 2015
Xero old acct Sept BAS 2
Documents » Accounts » BAS » September 2015
Xero old accnt
Documents » Accounts
Open Other Workbooks
Search for online templates
Suggested searches: Business Personal Industry Small Business Calculator Finance - Accounting Lists
Sign in to get the most out of Office
Learn more
Blank workbook
Take a tour
Welcome to Excel
My Cashflow
Business analysis feature tour
Academic calendar (any year)
Student calendar (Mon)
Inventory list
Loan comparison calculator
Personal expenses calculator

- The screen will now look like this.

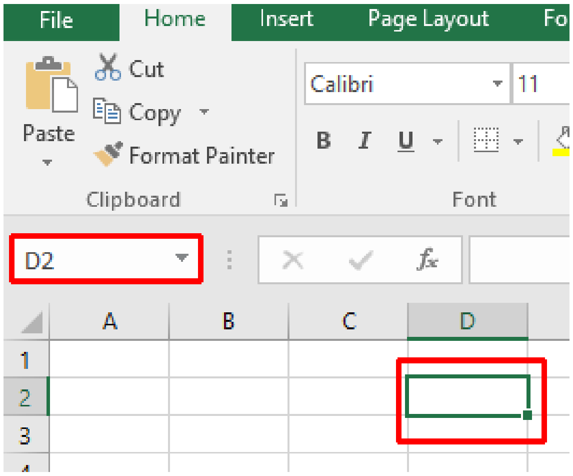


The Excel 2016 cell referencing system

- An Excel worksheet is made up of individual cells, each of which has a unique reference. Look at the illustration below. We have clicked on cell **B3**, which means that the cell is in **column B, row 3**.


File
Home
Insert
Cut
Copy
Paste
Format Painter
Clipboard
B3
A
B
C
1
2
3
4

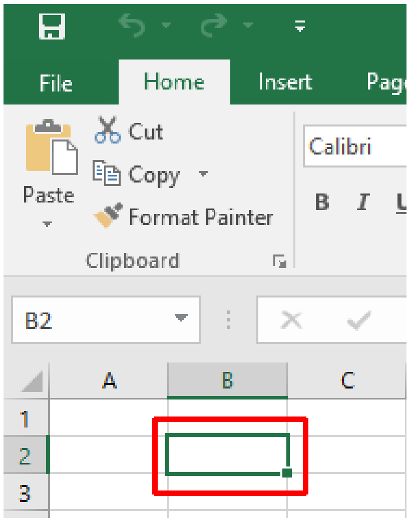
- In the illustration below, we have clicked on cell **D2**.


File
Home
Insert
Page Layout
Fo
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
D2
A
B
C
D
1
2
3

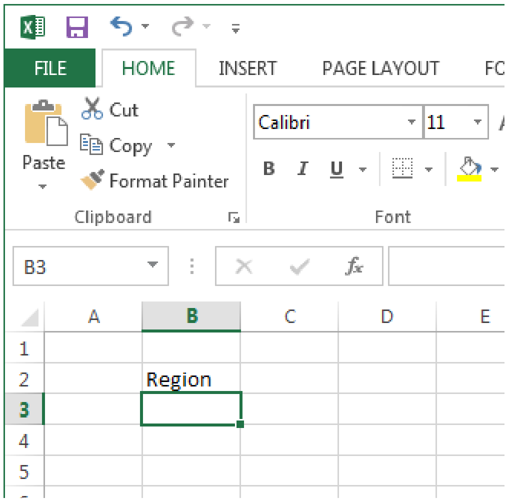
- If you look carefully you will see that the current cell reference is displayed just above the actual worksheet.

Entering numbers and text

- Click on cell **B2** as illustrated.

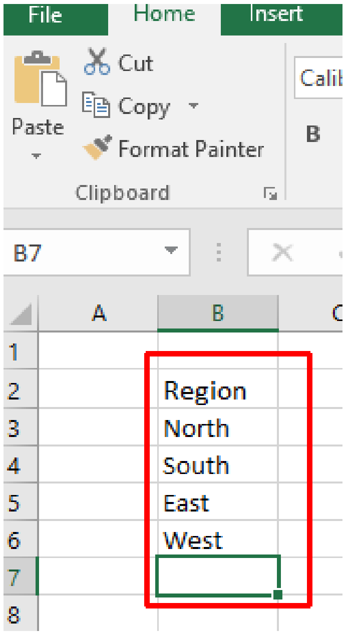

File
Home
Insert
Pag
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
B
I
U
B2
A
B
C
1
2
3

- Type in the word '**Region**'. Press the **Enter** key. When you press the **Enter** key you will automatically drop down to the next cell within the worksheet. Your screen will now look like this.

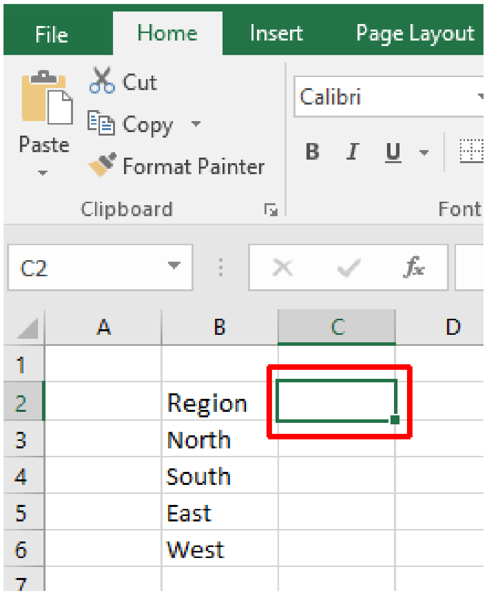

FILE
HOME
INSERT
PAGE LAYOUT
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
B3
Region

- The active cell is now **B3**. Type in the word '**North**'. Press the **Enter** key.
- The active cell is now **B4**. Type in the word '**South**'. Press the **Enter** key.
- The active cell is now **B5**. Type in the word '**East**'. Press the **Enter** key.
- The active cell is now **B6**. Type in the word '**West**'. Press the **Enter** key.

Your screen will now look like this:


File
Home
Insert
Paste
Cut
Copy
Format Painter
Clipboard
B7
Region
North
South
East
West

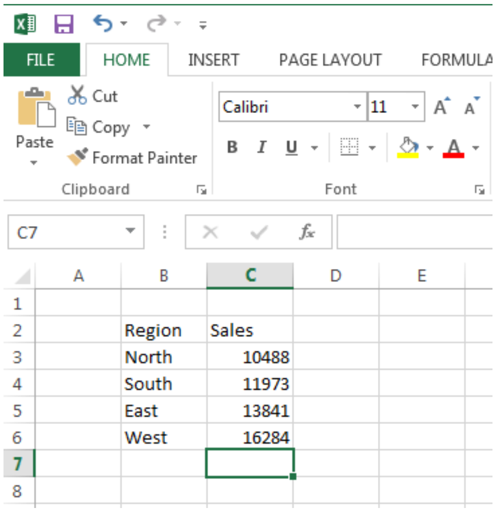
- Click on cell **C2**.


File
Home
Insert
Page Layout
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
B
I
U
Font
C2
fx

	A	B	C	D
1				
2		Region		
3		North		
4		South		
5		East		
6		West		
7				

- Type in the word '**Sales**'. Press the **Enter** key.
- Type in the number **10488** and press the **Enter** key.
- Type in the number **11973** and press the **Enter** key.
- Type in the number **13841** and press the **Enter** key.
- Type in the number **16284** and press the **Enter** key.

Your screen will now look like this:


FILE
HOME
INSERT
PAGE LAYOUT
FORMULA
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
C7
fx

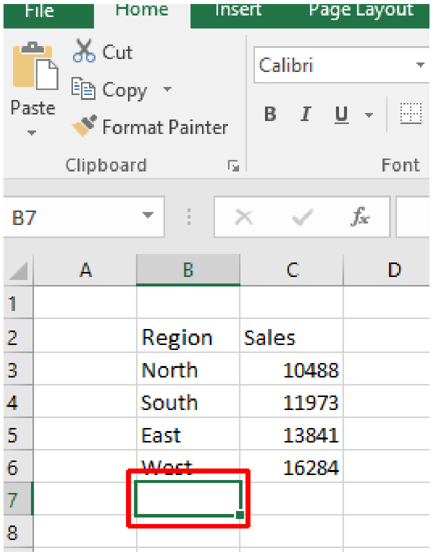
	A	B	C	D	E
1					
2		Region	Sales		
3		North	10488		
4		South	11973		
5		East	13841		
6		West	16284		
7					
8					

Default text and number alignment

- If you look carefully at what you have typed in you will see that by default text is aligned within a cell to the left, while numbers are aligned within the cell to the right. This makes sense, as normally text starts from the left of a page and it is the same within a cell. Numbers on the other hand normally align to the right. Think how you would write down a column of numbers on a page that you want to add up. Numbers align to the right.

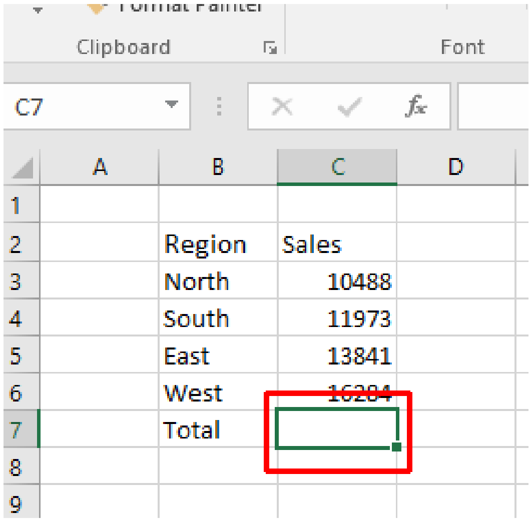
Summing a column of numbers

- Click on cell **B7**.


File
Home
Insert
Page Layout
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
B
I
U
Font
B7
fx

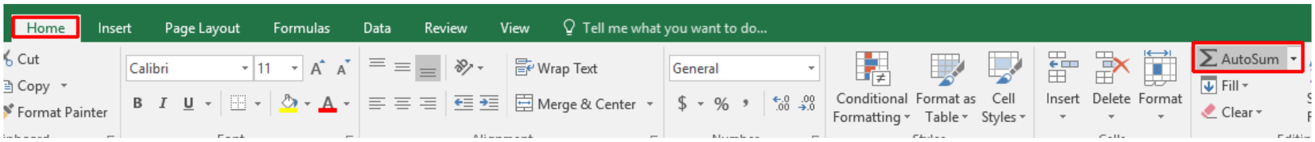
	A	B	C	D
1				
2		Region	Sales	
3		North	10488	
4		South	11973	
5		East	13841	
6		West	16284	
7				
8				

- Type in the word '**TOTAL**'.
- Click on the **right arrow** key to move to cell **C7**.

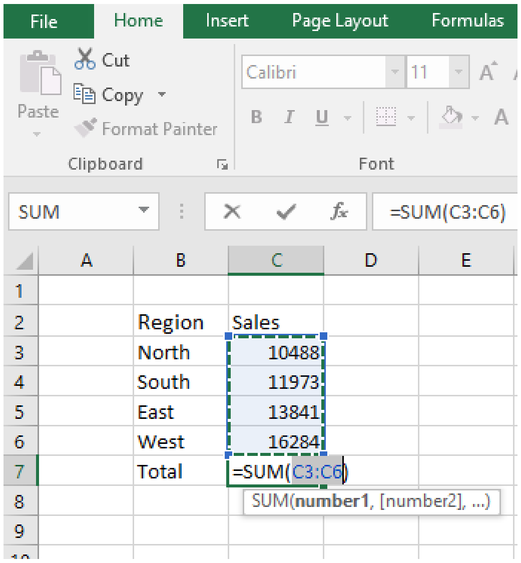

Format Painter
Clipboard
Font
C7
fx

	A	B	C	D
1				
2		Region	Sales	
3		North	10488	
4		South	11973	
5		East	13841	
6		West	16284	
7		Total		
8				
9				

- Click on the **AutoSum** button (displayed towards the right end of the ribbon).


Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Cut
Copy
Format Painter
Calibri
11
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear

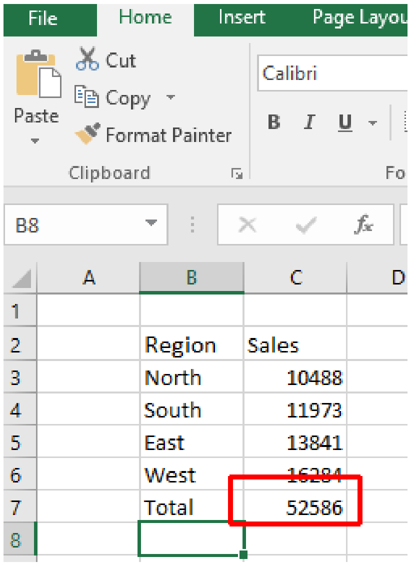
Your screen will look like this:


File
Home
Insert
Page Layout
Formulas
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
Font
SUM

=SUM(C3:C6)

	A	B	C	D	E
1					
2		Region	Sales		
3		North	10488		
4		South	11973		
5		East	13841		
6		West	16284		
7		Total	=SUM(C3:C6)		
8			SUM(number1, [number2], ...)		
9					

- Press the **Enter** key and Excel will automatically add up the column of numbers, as illustrated.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Copy
Format Painter
Paste
Clipboard
Calibri
Fo
B8

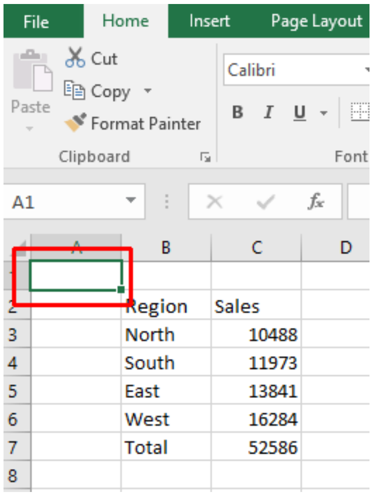
	A	B	C	D
1				
2		Region	Sales	
3		North	10488	
4		South	11973	
5		East	13841	
6		West	16284	
7		Total	52586	
8				

- We have hardly started to use Excel 2016 but already you have seen how powerful and easy to use it is. We will see more of the Excel functions for performing calculations later.

The best thing about Excel is that if you make changes to the numbers then totals and other calculations are automatically updated. Click on cell **C4** and type in a different number. When you press the **Enter** key you will see that the total value displayed in cell **C7** changes to recalculate the total value of the sales.

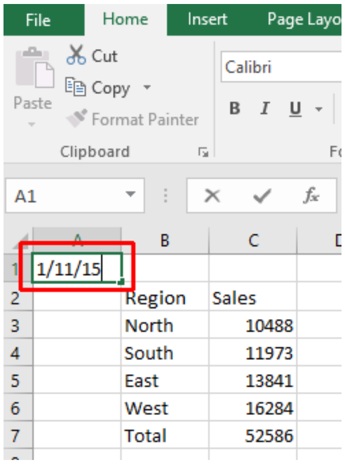
Entering a date

- Click on cell **A1**.


File
Home
Insert
Page Layout
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
B
I
U
Font
A1
fx

	A	B	C	D
1				
2		Region	Sales	
3		North	10488	
4		South	11973	
5		East	13841	
6		West	16284	
7		Total	52586	
8				

- Enter todays date using the format Day/month/year or month/day/year depending of the format normally used in your country.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Paste
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Copy
Format Painter
Clipboard
Calibri
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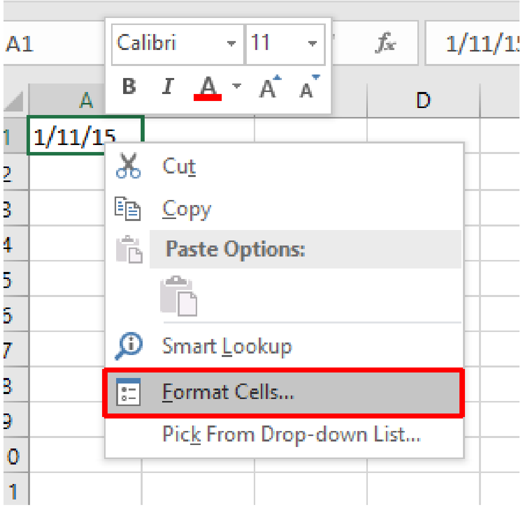
I
U
Fo
A1
fx

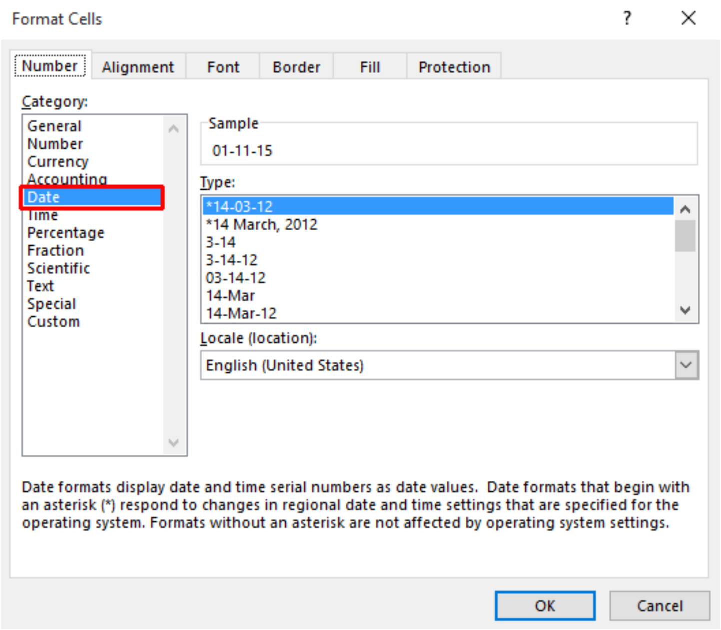
	A	B	C
1	1/11/15		
2		Region	Sales
3		North	10488
4		South	11973
5		East	13841
6		West	16284
7		Total	52586

Excel recognizes this as a date and automatically marks the cell as containing date information.

- Right click over the date you have just entered. From the popup menu displayed, select the **Format Cells** command, as illustrated.


A1
Calibri
11
B
I
A
D
1/11/15
Cut
Copy
Paste Options:
Smart Lookup
Format Cells...
Pick From Drop-down List...

- This will display the **Format Cells** dialog box.


Format Cells
?
Number
Alignment
Font
Border
Fill
Protection
General
Number
Currency
Accounting
Time
Percentage
Fraction
Scientific
Text
Special
Custom
*14 March, 2012
3-14
3-14-12
03-14-12
14-Mar
14-Mar-12
OK
Cancel

Category: Date

Sample
01-11-15

Type: *14-03-12

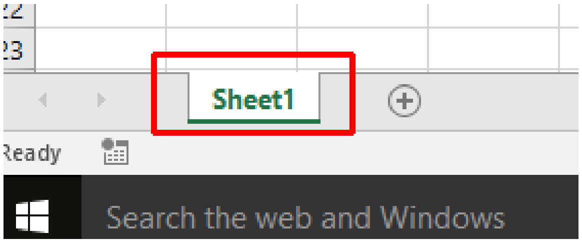
Locale (location): English (United States)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

- If you have time you can select a different type of date format, using the **Type** section of the dialog box. Click on the **OK** button to apply any changes you make.

Worksheets and Workbooks

- Look at the bottom-left of your screen and you will see the worksheet tabs displayed.


22
23
Sheet1
Ready
Search the web and Windows

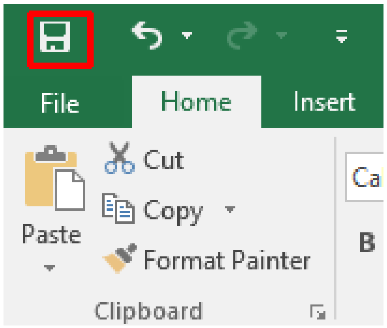
- By default, each new workbook contains a single worksheet. You can easily add more worksheets to your workbook. This is similar to a notebook that contains separate pages.

(Might want to put something about the plus sign for new tabs)

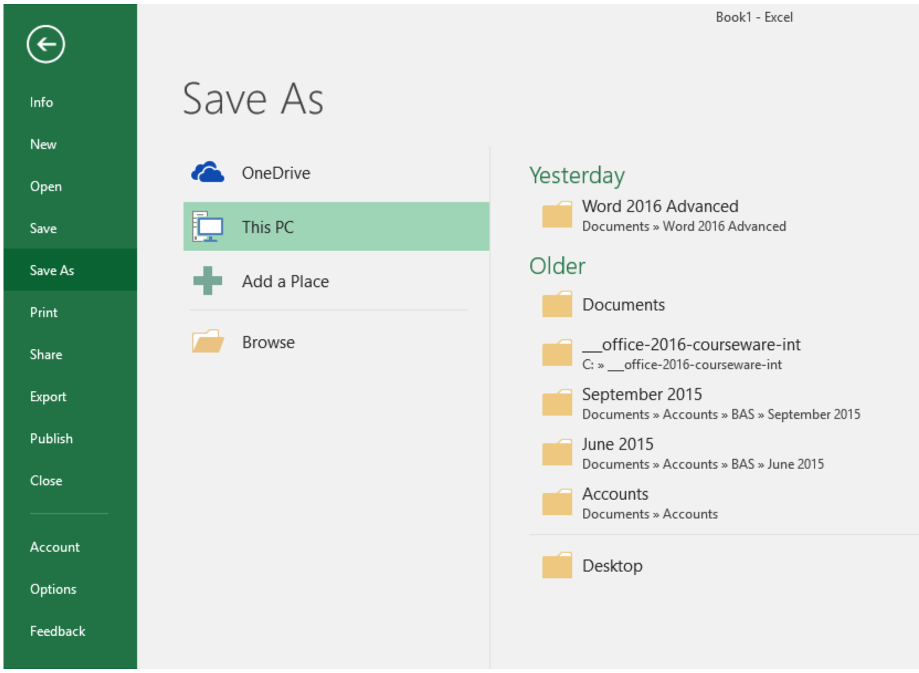
- Click on the **Sheet 2** worksheet tab and the second worksheet is displayed.
- Click on the **Sheet 3** worksheet tab and the third worksheet is displayed.
- Click on the **Sheet 1** worksheet tab and the first worksheet, containing your data is displayed again. As we will see later you can add or remove worksheets as well as reordering and renaming them.

Saving a workbook to your hard disk

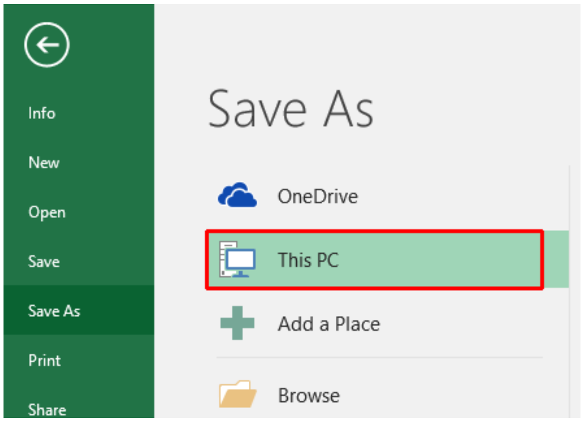
- To save the workbook click on the **Save** icon (top-left part of your screen).


File
Home
Insert
Cut
Copy
Format Painter
Paste
Clipboard
Ca
B

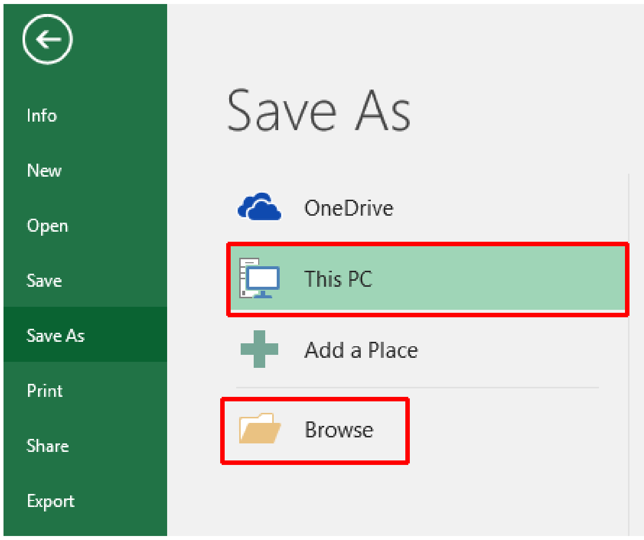
- This will display the **Save As** screen.


Book1 - Excel
Info
New
Open
Save
Save As
Print
Share
Export
Publish
Close
Account
Options
Feedback
Save As
OneDrive
This PC
Add a Place
Browse
Yesterday
Word 2016 Advanced
Documents » Word 2016 Advanced
Older
Documents
__office-2016-courseware-int
C: » __office-2016-courseware-int
September 2015
Documents » Accounts » BAS » September 2015
June 2015
Documents » Accounts » BAS » June 2015
Accounts
Documents » Accounts
Desktop

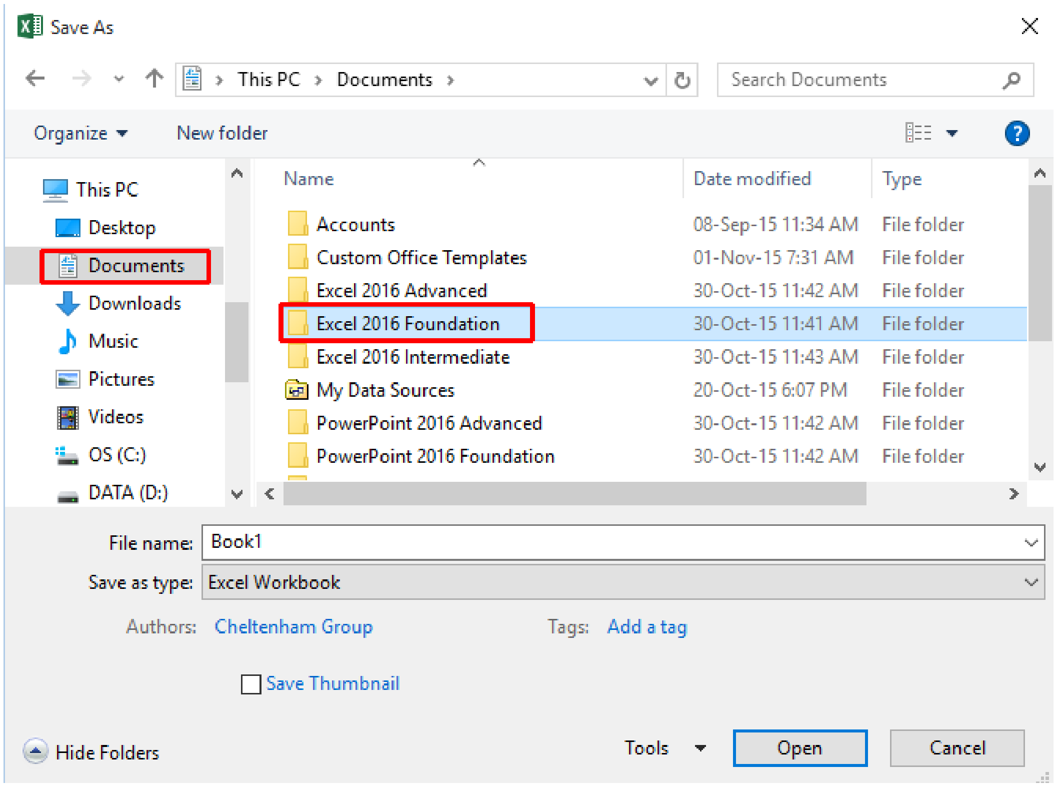
- In this case we want to save the file to our local hard disk on the computer.
- Click on the **This PC** item.


Info
New
Open
Save
Save As
Print
Share
Save As
OneDrive
This PC
Add a Place
Browse

- In this case we need to save the file to a folder called **Excel 2016 Foundation**, which is located as a subfolder, under the **My Documents** folder.
- Click on the **Browse** button.


Info
New
Open
Save
Save As
Print
Share
Export
Save As
OneDrive
This PC
Add a Place
Browse

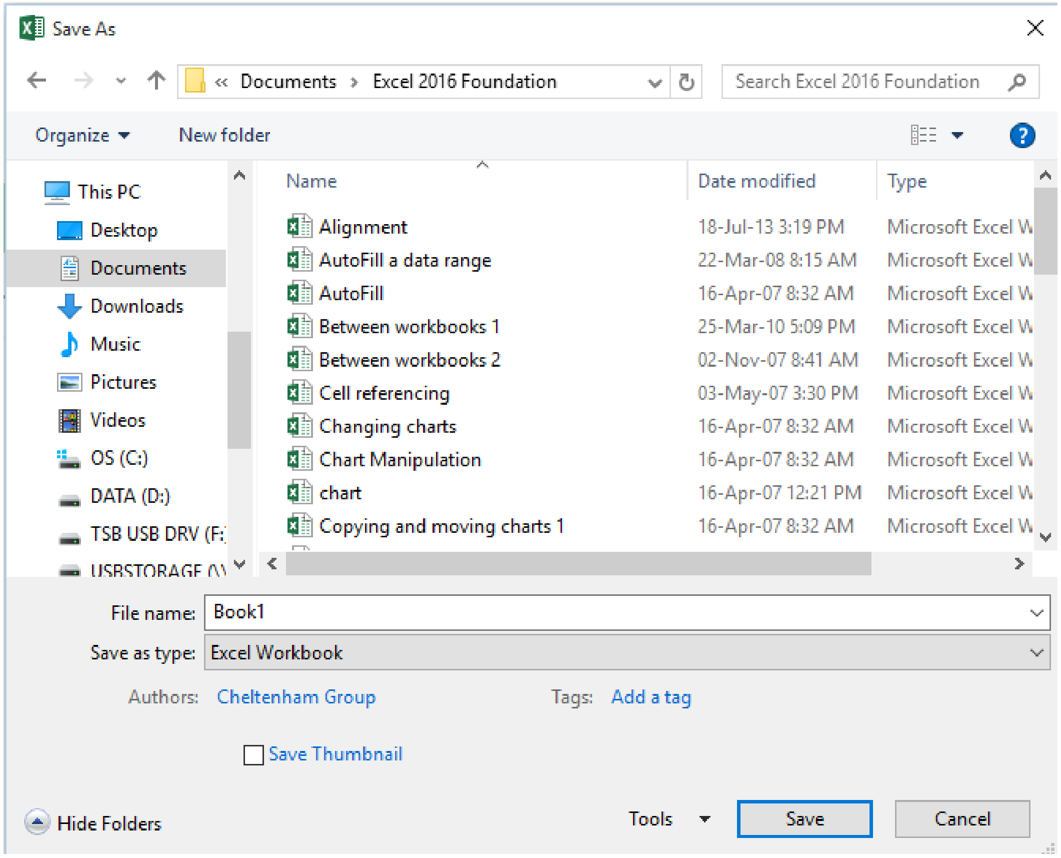
- This will display the **Save As** dialog box.


Save As
This PC › Documents ›
Search Documents
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Save Thumbnail
Hide Folders
Tools
Open
Cancel

Name	Date modified	Type
Accounts	08-Sep-15 11:34 AM	File folder
Custom Office Templates	01-Nov-15 7:31 AM	File folder
Excel 2016 Advanced	30-Oct-15 11:42 AM	File folder
Excel 2016 Foundation	30-Oct-15 11:41 AM	File folder
Excel 2016 Intermediate	30-Oct-15 11:43 AM	File folder
My Data Sources	20-Oct-15 6:07 PM	File folder
PowerPoint 2016 Advanced	30-Oct-15 11:42 AM	File folder
PowerPoint 2016 Foundation	30-Oct-15 11:42 AM	File folder

File name: Book1
Save as type: Excel Workbook
Authors: Cheltenham Group
Tags: Add a tag

- Within the left side of the dialog box, make sure that **Documents** is selected.
- Within the right section of the dialog box, if necessary, scroll down until you see a folder called **Excel 2016 Foundation**.
- Double click on the **Excel 2016 Foundation** folder.


Save As
Documents > Excel 2016 Foundation
Search Excel 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
Tools
Save
Cancel
Hide Folders

Name	Date modified	Type
Alignment	18-Jul-13 3:19 PM	Microsoft Excel W
AutoFill a data range	22-Mar-08 8:15 AM	Microsoft Excel W
AutoFill	16-Apr-07 8:32 AM	Microsoft Excel W
Between workbooks 1	25-Mar-10 5:09 PM	Microsoft Excel W
Between workbooks 2	02-Nov-07 8:41 AM	Microsoft Excel W
Cell referencing	03-May-07 3:30 PM	Microsoft Excel W
Changing charts	16-Apr-07 8:32 AM	Microsoft Excel W
Chart Manipulation	16-Apr-07 8:32 AM	Microsoft Excel W
chart	16-Apr-07 12:21 PM	Microsoft Excel W
Copying and moving charts 1	16-Apr-07 8:32 AM	Microsoft Excel W

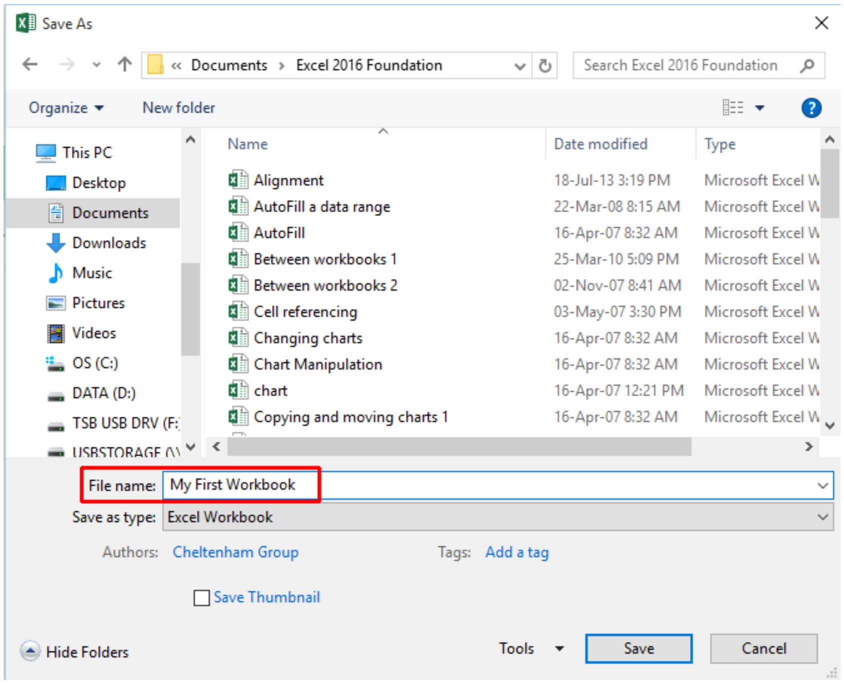
File name: Book1

Save as type: Excel Workbook

Authors: Cheltenham Group Tags: Add a tag

☐ Save Thumbnail

- Click within the **File name** section of the dialog box to name the file. In this case use the file name **My First Workbook**.


Save As
Documents > Excel 2016 Foundation
Search Excel 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
Tools
Save
Cancel
Hide Folders

Name	Date modified	Type
Alignment	18-Jul-13 3:19 PM	Microsoft Excel W
AutoFill a data range	22-Mar-08 8:15 AM	Microsoft Excel W
AutoFill	16-Apr-07 8:32 AM	Microsoft Excel W
Between workbooks 1	25-Mar-10 5:09 PM	Microsoft Excel W
Between workbooks 2	02-Nov-07 8:41 AM	Microsoft Excel W
Cell referencing	03-May-07 3:30 PM	Microsoft Excel W
Changing charts	16-Apr-07 8:32 AM	Microsoft Excel W
Chart Manipulation	16-Apr-07 8:32 AM	Microsoft Excel W
chart	16-Apr-07 12:21 PM	Microsoft Excel W
Copying and moving charts 1	16-Apr-07 8:32 AM	Microsoft Excel W

File name: My First Workbook

Save as type: Excel Workbook

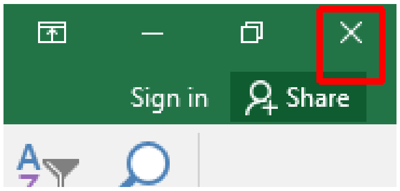
Authors: Cheltenham Group Tags: Add a tag

☐ Save Thumbnail

- Click on the **Save** button to save the file to disk.

Closing a workbook

- To close the workbook, click on the **Close** (top-right of your screen).



- The workbook will close and also close the Excel program

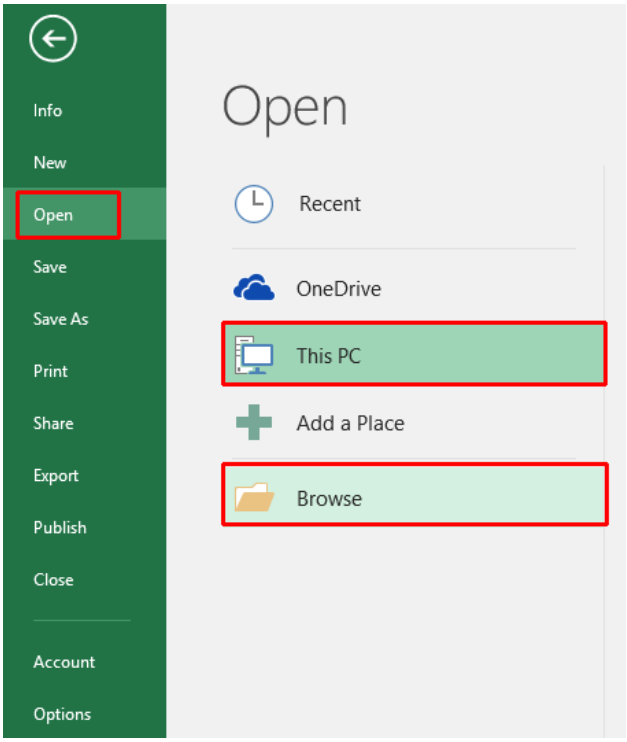
Creating a new workbook

- Start the Excel program.
- Press **Ctrl+N** which is the keyboard shortcut to create a new blank workbook.
- Type in your **Second Name** in to cell **A1**.
- Save the file within the **Excel 2016 Foundation** folder using the name **My Second Workbook**.
- Close your workbook and if necessary close Excel.

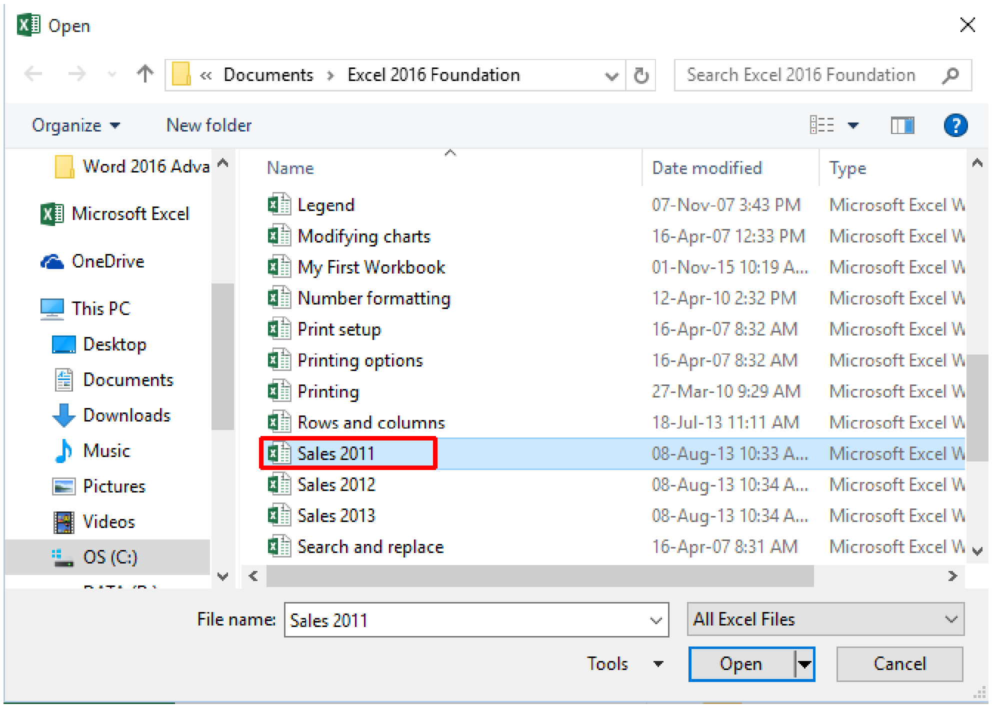
Opening a workbook

- Start the Excel program.
- Press **Ctrl+O** which is the keyboard shortcut to open an existing file.

  Or click on the **File Tab** (top-left) and then click on the **Open** command.


Info
New
Open
Save
Save As
Print
Share
Export
Publish
Close
Account
Options
Open
Recent
OneDrive
This PC
Add a Place
Browse

- Click on the **Computer** link and then click on the **Browse** button. This will display the **Open** dialog box. Navigate to the folder called **Excel 2016 Foundation**, (under the **Documents** folder), containing your sample files.
- Select a file called **Sales 2011,** and then click on the **Open** button to open the workbook.


Open
Documents › Excel 2016 Foundation
Search Excel 2016 Foundation
Organize
New folder
Word 2016 Adva
Microsoft Excel
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
Tools
Open
Cancel

Name	Date modified	Type
Legend	07-Nov-07 3:43 PM	Microsoft Excel W
Modifying charts	16-Apr-07 12:33 PM	Microsoft Excel W
My First Workbook	01-Nov-15 10:19 A...	Microsoft Excel W
Number formatting	12-Apr-10 2:32 PM	Microsoft Excel W
Print setup	16-Apr-07 8:32 AM	Microsoft Excel W
Printing options	16-Apr-07 8:32 AM	Microsoft Excel W
Printing	27-Mar-10 9:29 AM	Microsoft Excel W
Rows and columns	18-Jul-13 11:11 AM	Microsoft Excel W
Sales 2011	08-Aug-13 10:33 A...	Microsoft Excel W
Sales 2012	08-Aug-13 10:34 A...	Microsoft Excel W
Sales 2013	08-Aug-13 10:34 A...	Microsoft Excel W
Search and replace	16-Apr-07 8:31 AM	Microsoft Excel W

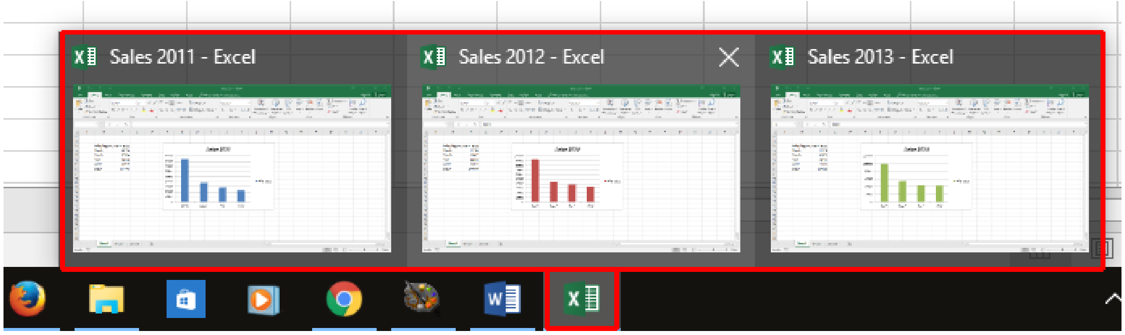
File name: Sales 2011

All Excel Files

- Open the workbook called **Sales 2012** and also a workbook called **Sales 2013**. You now have three open workbooks.

Switching between workbooks

- To switch to a particular Excel workbook, click on the Excel workbook icon displayed within the Windows **Taskbar** (across the bottom of the screen). From the popup list displayed select the required wordbook.

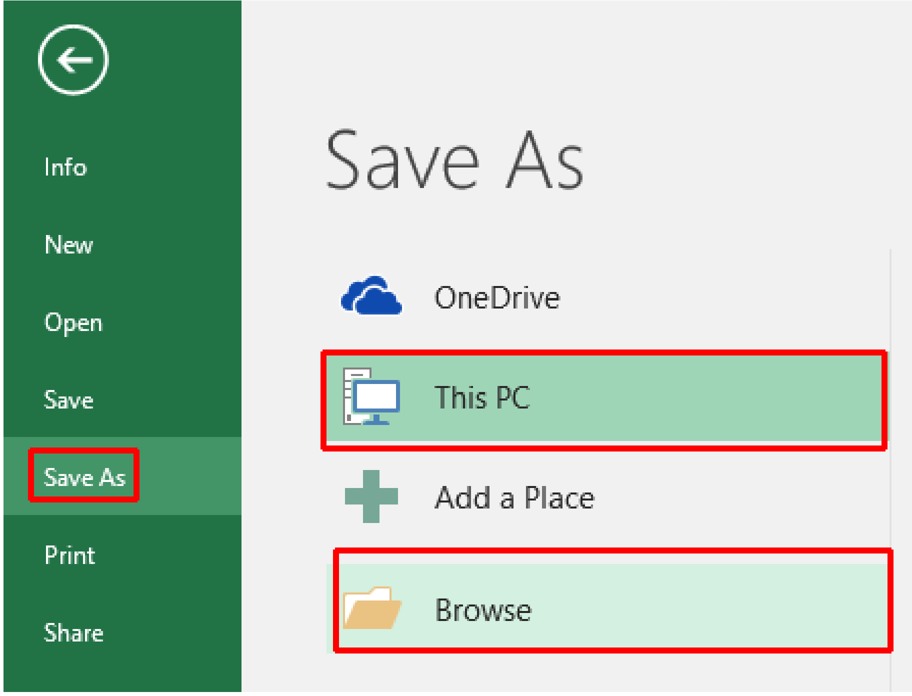

Sales 2011 - Excel
Sales 2012 - Excel
Sales 2013 - Excel

TIP: You can use the **Alt+Tab** keyboard shortcut to switch between open programs.

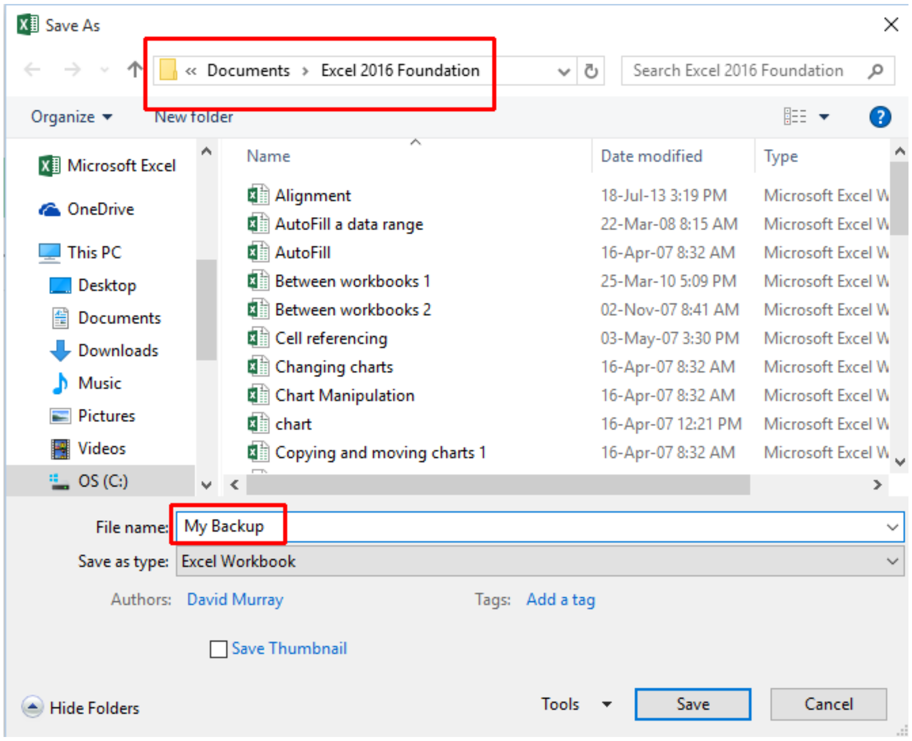
- Close all open workbooks.

Saving a workbook using another name

- Open the workbook called **Sales 2011**. Click on the **File Tab** and then select the **Save As** command. The **Save As** screen is displayed. Select the **This PC**


Info
New
Open
Save
Save As
Print
Share
Save As
OneDrive
This PC
Add a Place
Browse

- The **Save As** dialog box will be displayed.


Save As
« Documents › Excel 2016 Foundation
Search Excel 2016 Foundation
Organize
New folder
Microsoft Excel
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
Save Thumbnail
Hide Folders
Tools
Save
Cancel

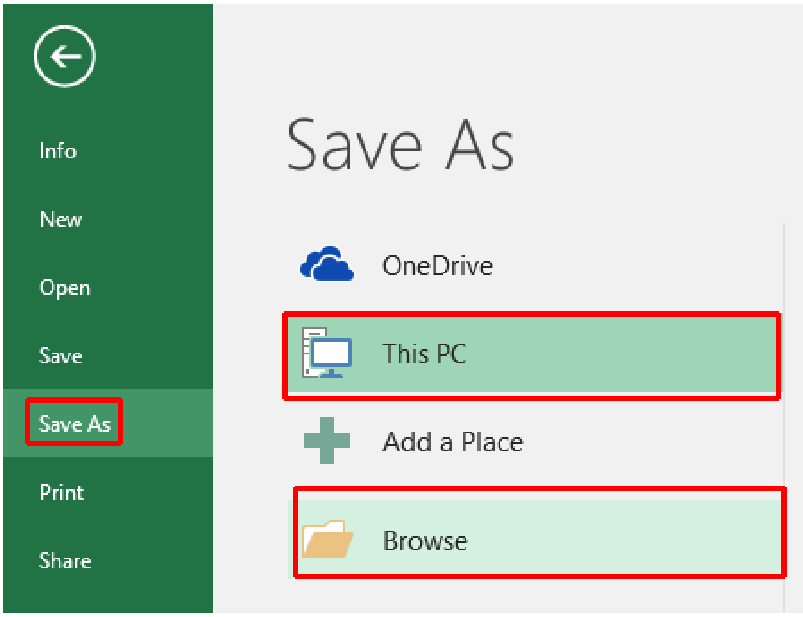
Name	Date modified	Type
Alignment	18-Jul-13 3:19 PM	Microsoft Excel W
AutoFill a data range	22-Mar-08 8:15 AM	Microsoft Excel W
AutoFill	16-Apr-07 8:32 AM	Microsoft Excel W
Between workbooks 1	25-Mar-10 5:09 PM	Microsoft Excel W
Between workbooks 2	02-Nov-07 8:41 AM	Microsoft Excel W
Cell referencing	03-May-07 3:30 PM	Microsoft Excel W
Changing charts	16-Apr-07 8:32 AM	Microsoft Excel W
Chart Manipulation	16-Apr-07 8:32 AM	Microsoft Excel W
chart	16-Apr-07 12:21 PM	Microsoft Excel W
Copying and moving charts 1	16-Apr-07 8:32 AM	Microsoft Excel W

File name: My Backup
Save as type: Excel Workbook
Authors: David Murray
Tags: Add a tag

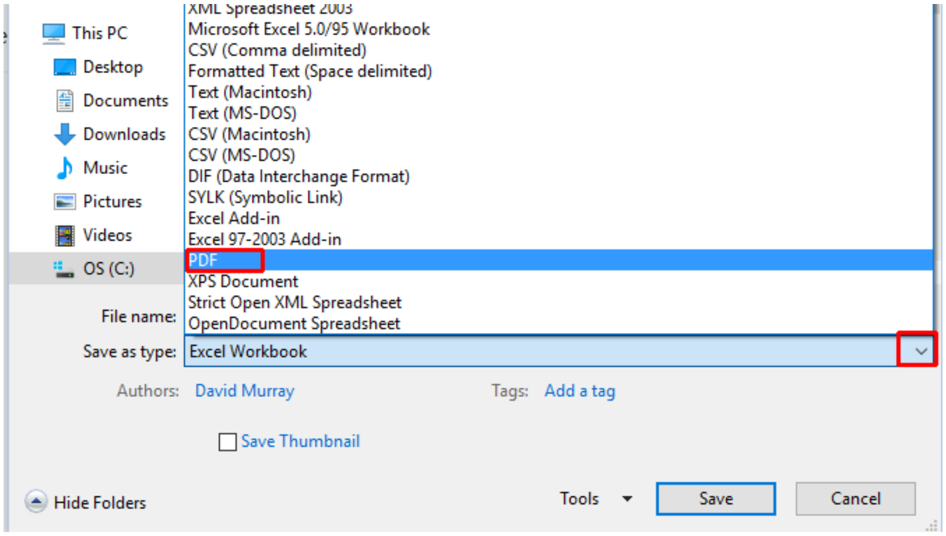
- In the **File name** section enter a new file name, in this case called **My Backup**.
- Click on the **Save** button. You now have two copies of the same file, both containing the same information. This can be useful for making backups of your data or for retaining copies of a workbook with different versions of the data in each file.

Saving a workbook using a different file type

- Click on the **File Tab** and then select the **Save As** command. The **Save As** screen is displayed. Select the **This PC** link and then click on the **Browse** button.


Info
New
Open
Save
Save As
Print
Share
Save As
OneDrive
This PC
Add a Place
Browse

- The **Save As** dialog is displayed. Click on the **down arrow** within the **Save as type** section of the dialog box. You can select the required file type from the drop down displayed. In this case select the PDF file format.


This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)
Formatted Text (Space delimited)
Text (Macintosh)
Text (MS-DOS)
CSV (Macintosh)
CSV (MS-DOS)
DIF (Data Interchange Format)
SYLK (Symbolic Link)
Excel Add-in
Excel 97-2003 Add-in
PDF
XPS Document
Strict Open XML Spreadsheet
OpenDocument Spreadsheet
File name:
Save Thumbnail
Hide Folders
Tools
Save
Cancel

Save as type: Excel Workbook

Authors: David Murray

Tags: Add a tag

☐ Save Thumbnail

TIP: If you want to email a copy of an Excel 2016 workbook to someone that has an earlier version of Excel, such as Excel 2003, then you may need to save the file in the **Excel 97-2003 Workbook** file format.

Alternatively, people with earlier versions of Excel can download additional free software from Microsoft allowing them to open and view (but not necessary edit), files created using Excel 2016.

- Other commonly used file type options include:

Text file:
Saving your worksheet as a plain text file will remove all the formatting you have added to your worksheet (such as bold, italics & underlining). It will also remove any pictures or other features such as tables. Only plain text will be saved. Be very careful about using this option.

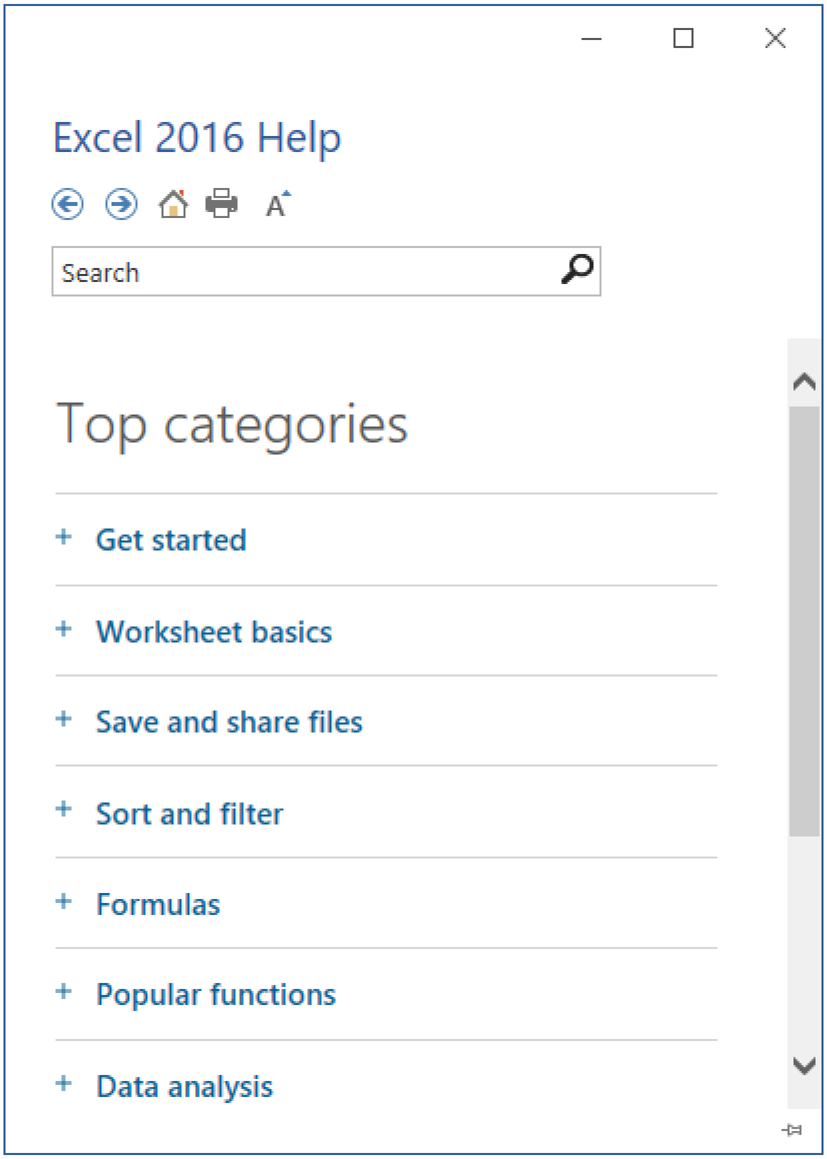
Template:
You normally save a workbook as a workbook file. You can however save a workbook as a template. This means that you can create new workbooks in the future; based on the templates you create.

CSV file:
This saves table data in a form that can be used by other programs. It is short for Comma Separated Value.

- Close any open dialog boxes and close all open worksheets.

Getting help within Excel 2016

- If necessary, restart Excel.
- Press **Ctrl+N** to create a new blank workbook.
- Press the **F1** help key and the **Excel Help** window is displayed.



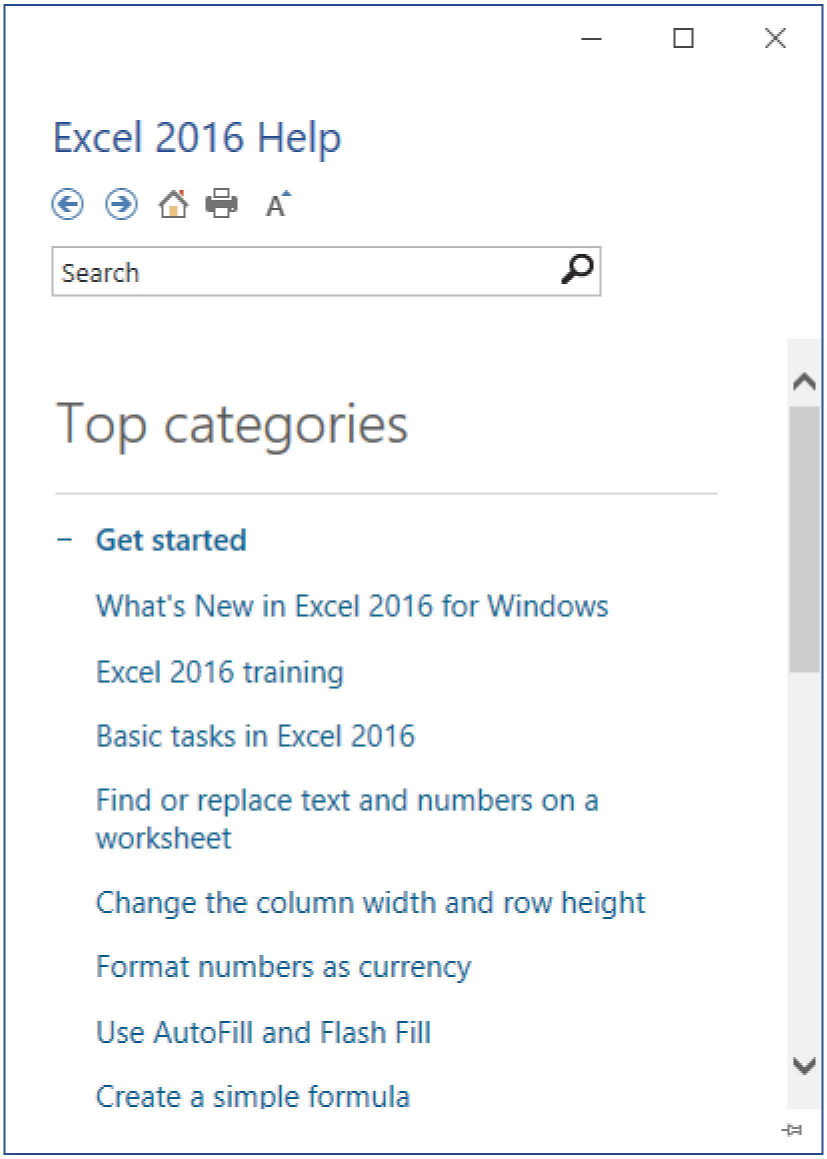
Excel 2016 Help

Search

Top categories

+ Get started
+ Worksheet basics
+ Save and share files
+ Sort and filter
+ Formulas
+ Popular functions
+ Data analysis

- As you can see a wide range of help topics are displayed.
- Click on the **Get Started** link. This will display the following information.



Excel 2016 Help

Search

Top categories

− Get started

What's New in Excel 2016 for Windows

Excel 2016 training

Basic tasks in Excel 2016

Find or replace text and numbers on a worksheet

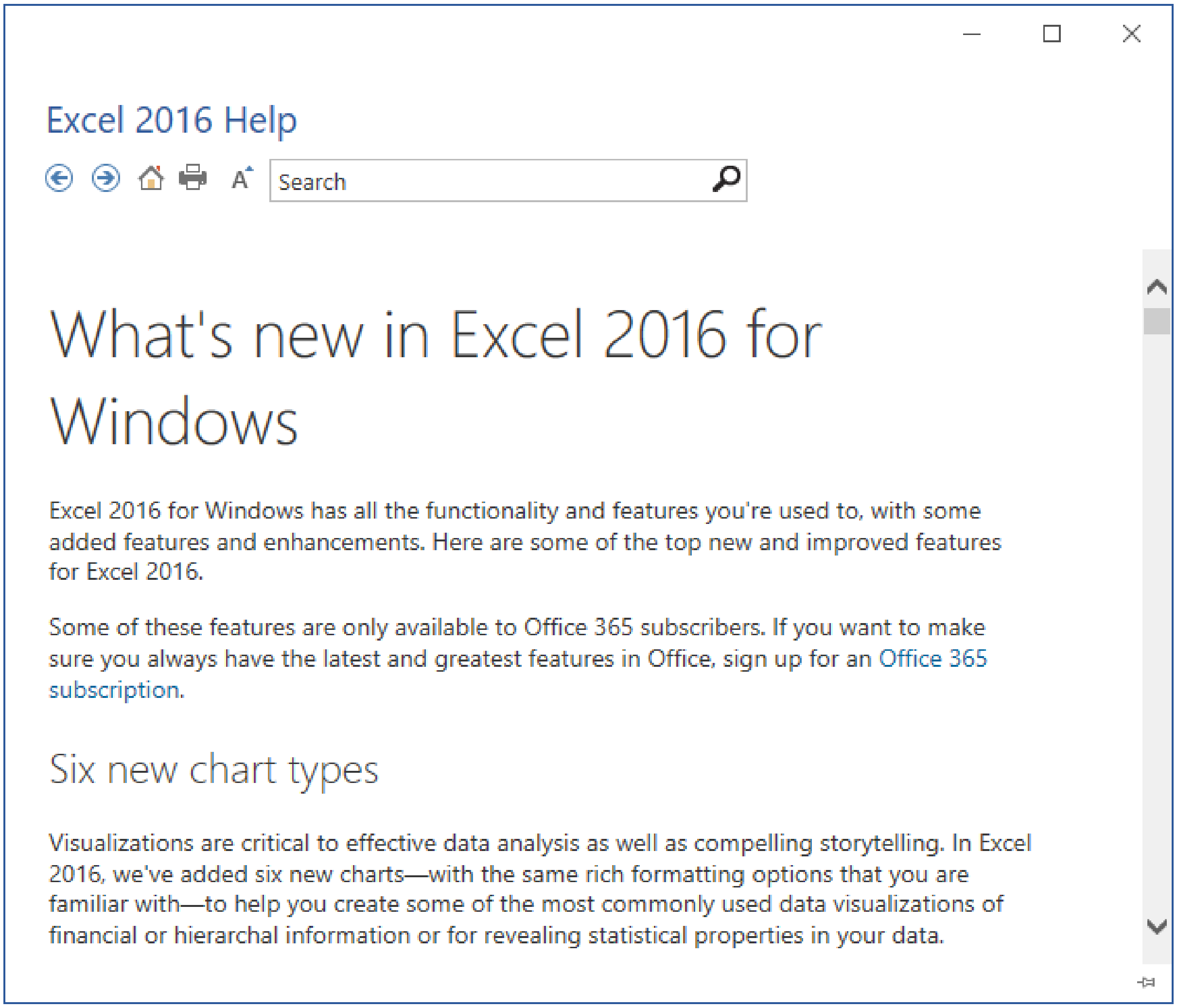
Change the column width and row height

Format numbers as currency

Use AutoFill and Flash Fill

Create a simple formula

- Click on the **What's New in Excel 2016 for Windows** item. You will see the following.



Excel 2016 Help

Search

What's new in Excel 2016 for Windows

Excel 2016 for Windows has all the functionality and features you're used to, with some added features and enhancements. Here are some of the top new and improved features for Excel 2016.

Some of these features are only available to Office 365 subscribers. If you want to make sure you always have the latest and greatest features in Office, sign up for an Office 365 subscription.

Six new chart types

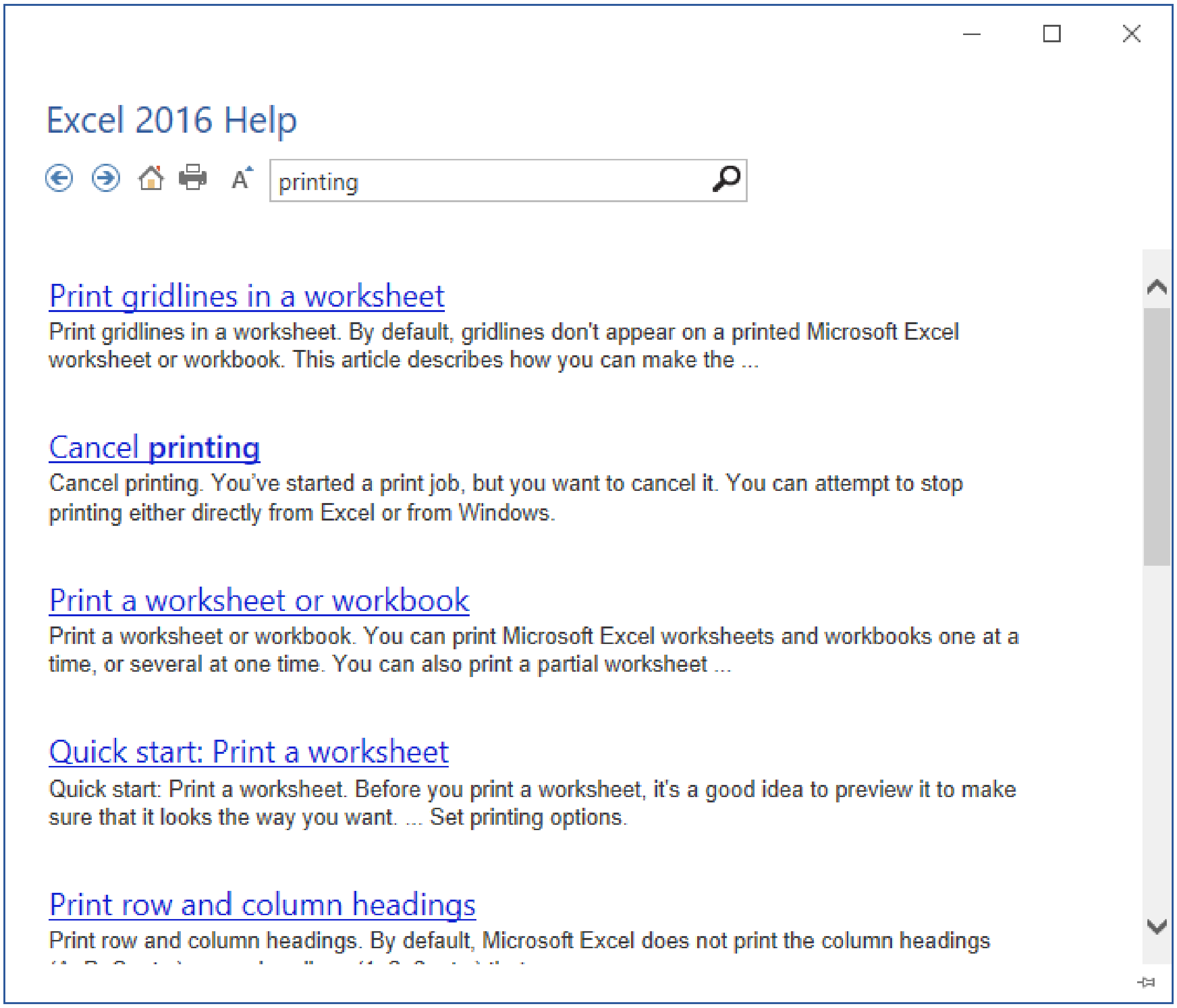
Visualizations are critical to effective data analysis as well as compelling storytelling. In Excel 2016, we've added six new charts—with the same rich formatting options that you are familiar with—to help you create some of the most commonly used data visualizations of financial or hierarchal information or for revealing statistical properties in your data.

- As you can see you can see details of new and enhanced features within Excel.
- Spend a little time investigating the new features of Excel 2016.
- When you have finished experimenting, close the **Excel Help** window.

Searching for online help

- You can search for help on a topic of particular interest. Press **F1** to display the **Excel Help** window. Within the text box near the top of the Excel Help window, type in a word or words relating to the help you need. For instance, to display help about printing, type in the word '**printing**'.

- Click on the **Search** button next to the text input box. You will see a range of topics related to printing. Clicking on any of these topics will display more information about printing.



Excel 2016 Help

printing

Print gridlines in a worksheet

Print gridlines in a worksheet. By default, gridlines don't appear on a printed Microsoft Excel worksheet or workbook. This article describes how you can make the ...

Cancel **printing**

Cancel printing. You've started a print job, but you want to cancel it. You can attempt to stop printing either directly from Excel or from Windows.

Print a worksheet or workbook

Print a worksheet or workbook. You can print Microsoft Excel worksheets and workbooks one at a time, or several at one time. You can also print a partial worksheet ...

Quick start: Print a worksheet

Quick start: Print a worksheet. Before you print a worksheet, it's a good idea to preview it to make sure that it looks the way you want. ... Set printing options.

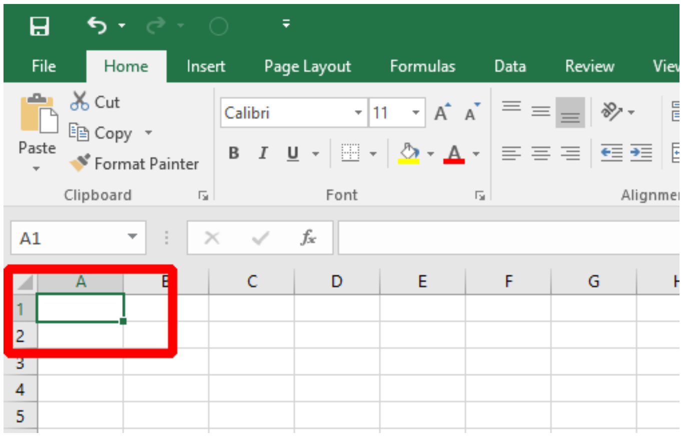
Print row and column headings

Print row and column headings. By default, Microsoft Excel does not print the column headings

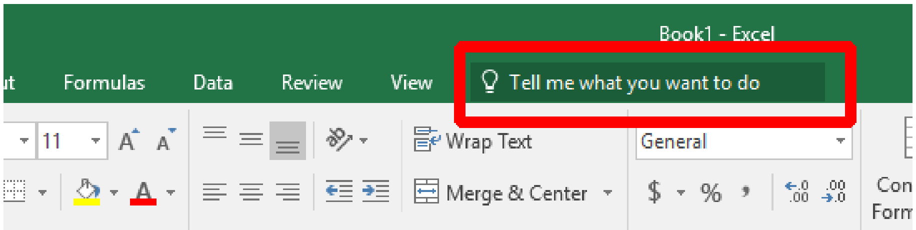
- Investigate some of the options displayed.
- Close the **Excel Help** window when you have finished experimenting.

Tell Me Help

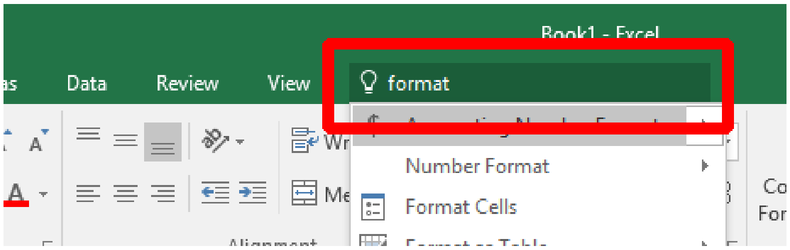
- Click within the very first cell in the Excel table.


File
Home
Insert
Page Layout
Formulas
Data
Review
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B I U
Font
Alignment
A1
A B C D E F G H
1
2
3
4
5

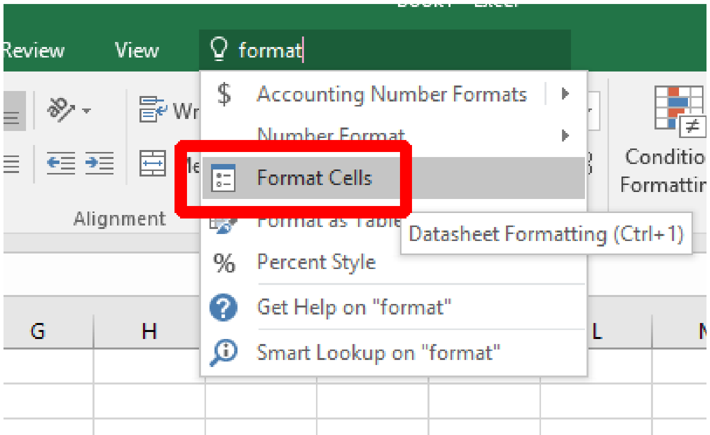
- Enter the number **99**.
- Now let’s say you wanted to format the number to display two decimal places, but weren’t quite sure how to do this.
- You will see the **Tell me what you want to** do box displayed within the Ribbon.


Book1 - Excel
Formulas
Data
Review
View
Tell me what you want to do
11
Wrap Text
Merge & Center
General
$ %

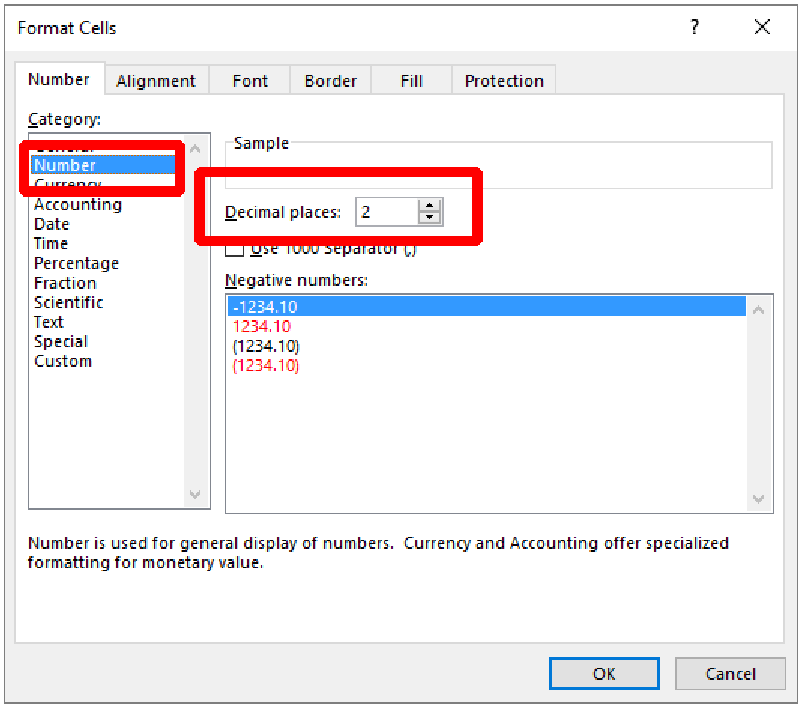
- Type the word **Format** into the **Tell Me** box.


Book1 - Excel
Data
Review
View
format
Number Format
Format Cells
Format as Table
Alignment

- Select the **Format Cells** option from the drop down displayed.


Review
View
format
Accounting Number Formats
Number Format
Format Cells
Format as Table
Datasheet Formatting (Ctrl+1)
Percent Style
Get Help on "format"
Smart Lookup on "format"
Alignment
Conditional Formatting
G
H
L
M

- Instead of just display a box containing help information, Excel automatically opens the dialog box you need to allow you to format the cells.
- Within the **Category** section, click on **Number**.
- Within the **Decimal Places** section, click on **2**.
-

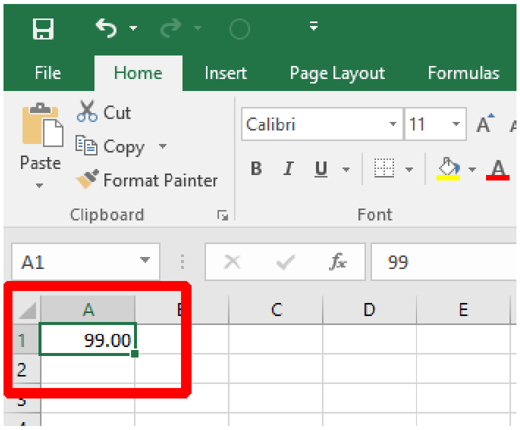

Format Cells
?
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Negative numbers:
-1234.10
1234.10
(1234.10)
(1234.10)
OK
Cancel

Decimal places: 2

☐ Use 1000 Separator (,)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

- Click on the **OK** button to apply 2 decimal place formatting to the number you typed in, as illustrated.


File
Home
Insert
Page Layout
Formulas
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
B
I
U
Font
A1
fx
99
A
B
C
D
E
1
2
3
99.00

- Close any open workbooks without saving your changes.

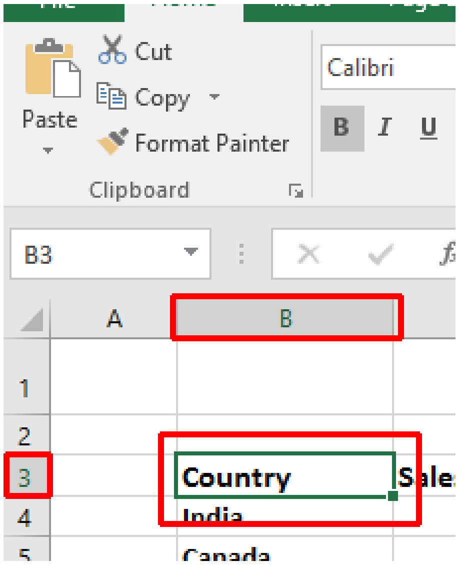
Excel 2016 Selection techniques

Why are selection techniques important?

- Often when you want to do something within Excel you need to select an item first. This could involve selecting a cell or multiple cells. You may need you to select a row, a column or even the entire table.

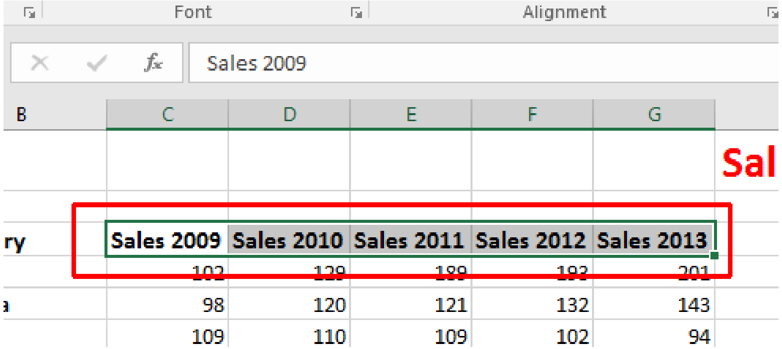
Selecting a cell

- Open a workbook called **Selection techniques**. To select a cell simply click on that cell. Thus to select cell **B3**, click on cell **B3**.


Cut
Copy
Paste
Format Painter
Clipboard
Calibri
B
I
U
B3
A
B
1
2
3
4
5
Country
Sale
India
Canada

Selecting a range of connecting cells

- We want to select the cells from **C3** to **G3**. To do this click on the first cell within the range, i.e. **C3**. Then press down the **Shift** key (and keep it held down). Click on cell **G3**. When you release the **Shift** key the cell range will remain selected, as illustrated.

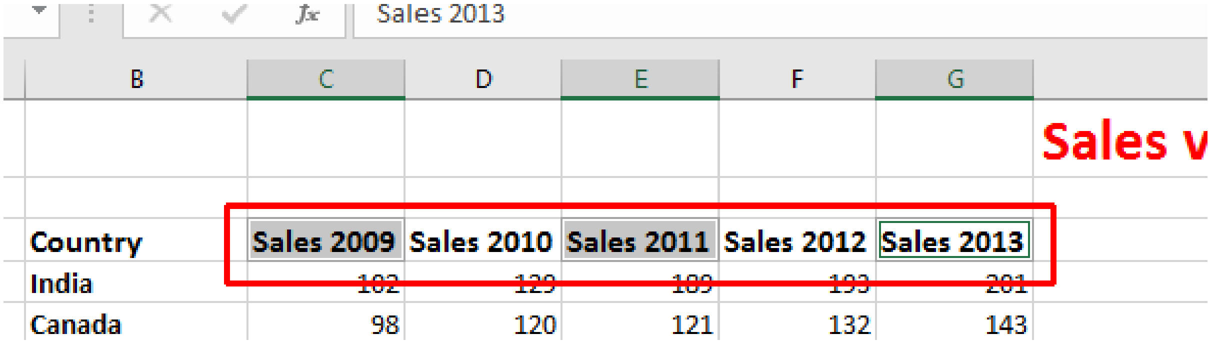


Sales 2009

B	C	D	E	F	G
ry	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
	102	129	189	193	201
a	98	120	121	132	143
	109	110	109	102	94

Selecting a range of non-connecting cells

- Sometimes we need to select multiple cells that are not next to each other, as in the example below, where **C3**, **E3** and **G3** have been selected.



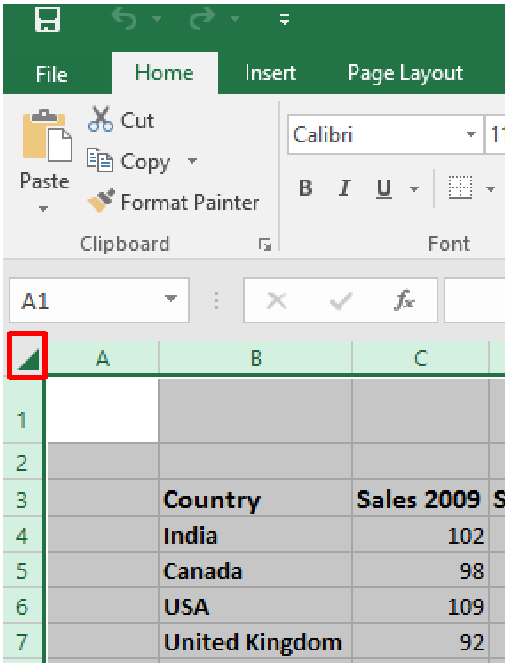
Sales 2013

B	C	D	E	F	G
Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143

To do this click on the first cell, i.e. **C3**. Then while keeping the **Ctrl** key pressed click on the cells **E3** and **G3**. When you release the **Ctrl** key the cells will remain selected.

Selecting the entire worksheet

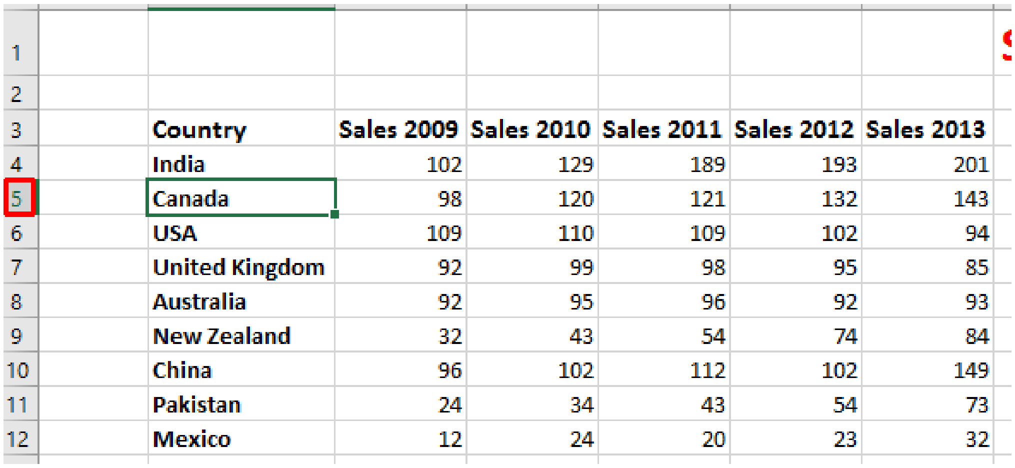
- To select the entire worksheet, click on the intersection between the column and row referencing numbers (or press **Ctrl+A**).


File
Home
Insert
Page Layout
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
B
I
U
Font
A1
A
B
C
1
2
3
4
5
6
7

Country	Sales 2009
India	102
Canada	98
USA	109
United Kingdom	92

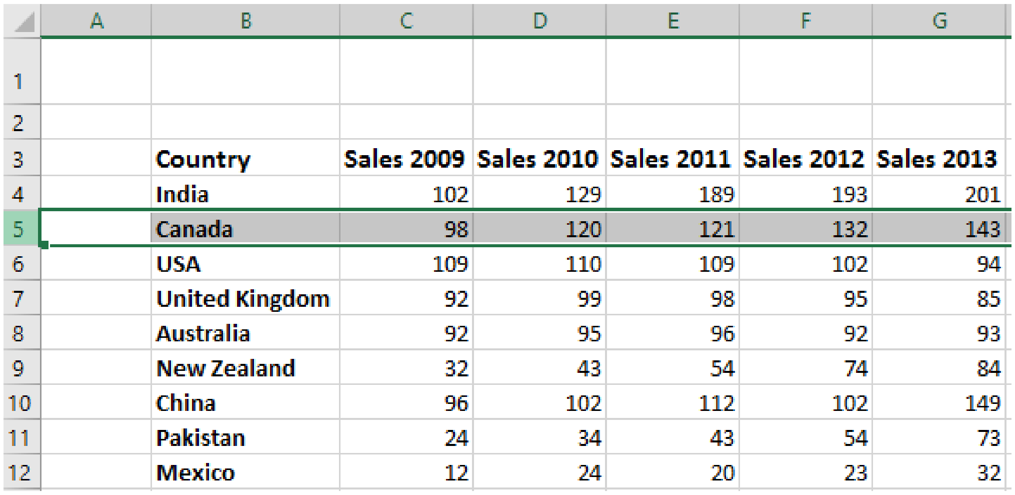
Selecting a row

- To select a row, say the row relating to **Canada**, click on the relevant row number displayed down the left side of the worksheet.


1
2
3
4
5
6
7
8
9
10
11
12

Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	96	102	112	102	149
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

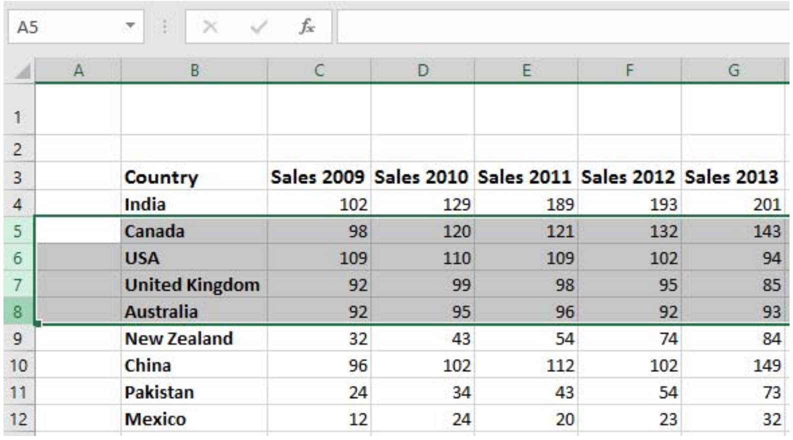
- The selected row will look like this.



	A	B	C	D	E	F	G
1							
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	96	102	112	102	149
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

Selecting a range of connecting rows

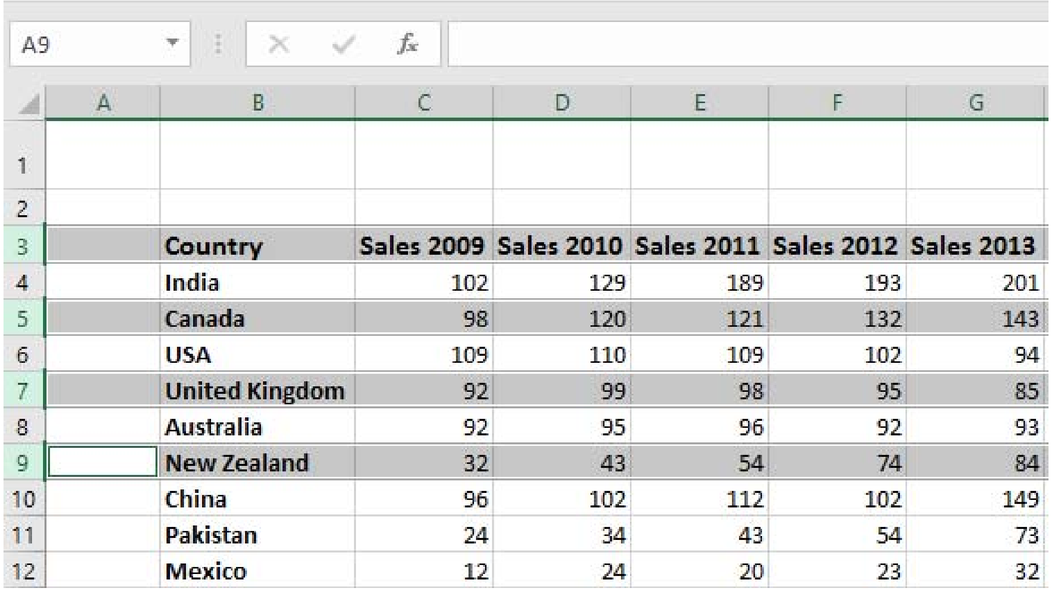
- To select the rows relating to Canada, USA, UK and Australia. First click on the row number next to **Canada** (i.e. **5**). Press down the **Shift** key and keep it pressed. Click on the row number relating to **Australia** (i.e. **8**). When you release the **Shift** key the multiple rows remain selected.



	A	B	C	D	E	F	G
1							
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	96	102	112	102	149
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

Selecting a range of non-connected rows

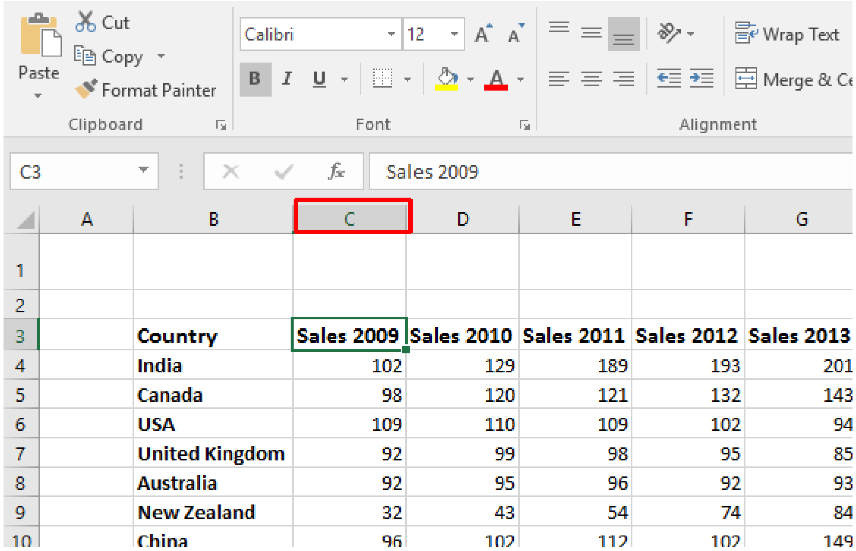
- Click on the row number **3** and press down the **Ctrl** key. Click on row number **5**, then row number **7** and finally number **9**. Release the **Ctrl** key and the rows will remain selected.



	Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4	India	102	129	189	193	201
5	Canada	98	120	121	132	143
6	USA	109	110	109	102	94
7	United Kingdom	92	99	98	95	85
8	Australia	92	95	96	92	93
9	New Zealand	32	43	54	74	84
10	China	96	102	112	102	149
11	Pakistan	24	34	43	54	73
12	Mexico	12	24	20	23	32

Selecting a column

- To select the column containing data relating to **2009**, click on the column header C, as illustrated.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Merge & Ce
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E
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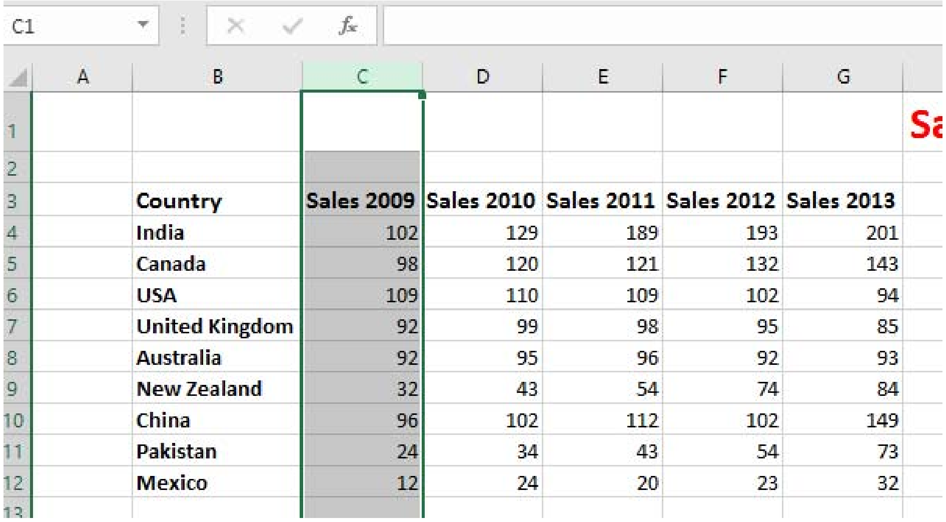
G

Sales 2009

	Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4	India	102	129	189	193	201
5	Canada	98	120	121	132	143
6	USA	109	110	109	102	94
7	United Kingdom	92	99	98	95	85
8	Australia	92	95	96	92	93
9	New Zealand	32	43	54	74	84
10	China	96	102	112	102	149

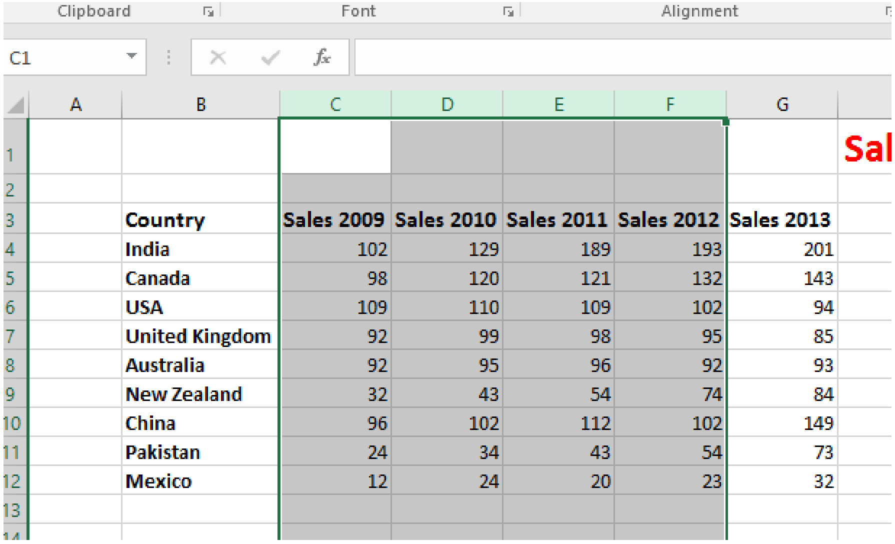
- The selected column will look like this.



Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	96	102	112	102	149
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

Selecting a range of connecting columns

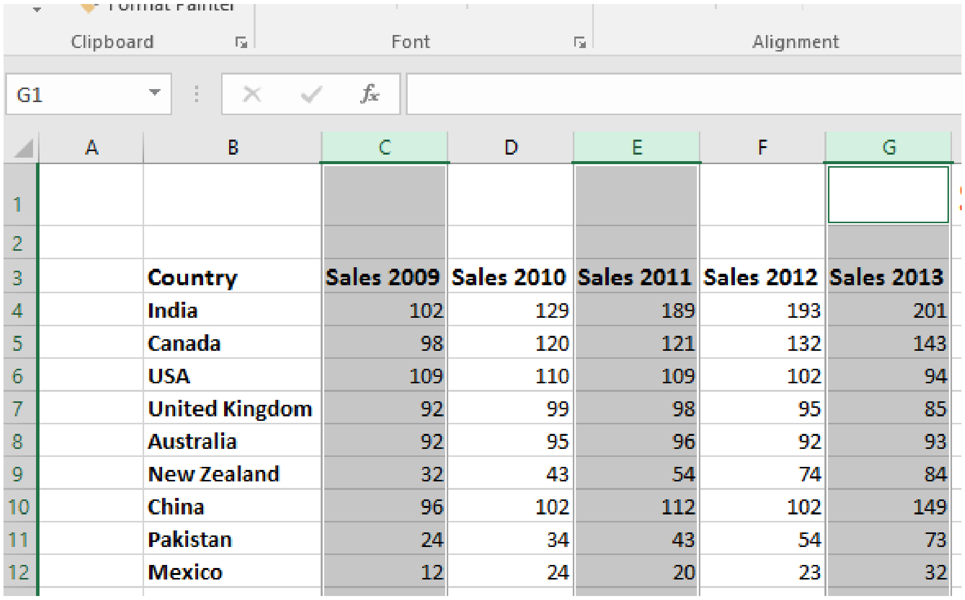
- To select the columns relating to the sales figures for **2009-2012**, first select column **C**. Press the **Shift** key and while keeping it pressed select column **F**. When you release the **Shift** key the columns will remain selected.



Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	96	102	112	102	149
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

Selecting a range of non-connecting columns

- To select the columns relating to **2009**, **2011** and **2013**, first select the column **C**. Press the **Ctrl** key and keep it pressed. Select column **E** and then select column **G**. Release the **Ctrl** key and the columns remain selected.



Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	96	102	112	102	149
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

- Close the workbook without saving any changes you may have made.

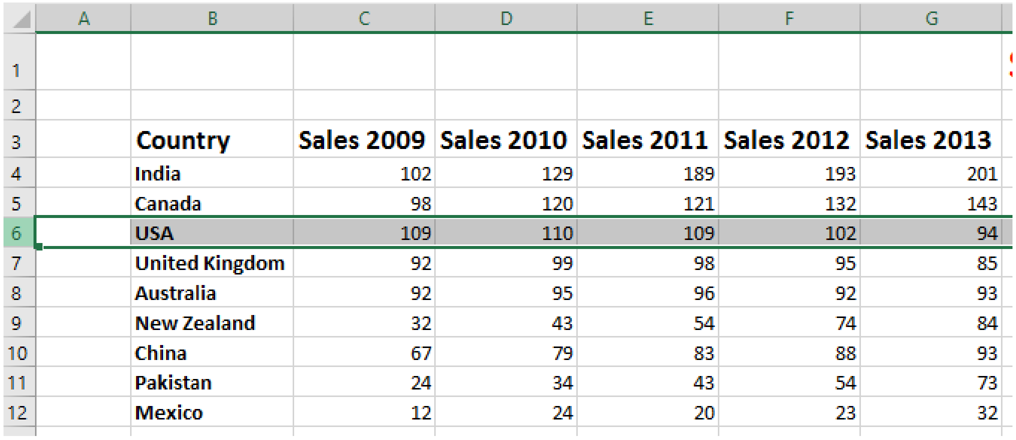
Recommended techniques when creating or editing lists

- Each cell should contain the smallest data element. For instance, if you are storing a person's name, use one cell for the first name and another cell for the second name. This means that at a later date you could manipulate the data to sort by the second name. For the same reason split the details of an address into as many smaller parts as possible so that later you could search by state/region, by post code/zip code or even by country if you are maintaining an international list.
- The top row of your data will often contain the headers of each column. These are called field names.
- A list should not contain blank rows or columns within the data. This can cause problems when later sorting your data.
- Ensure that cells bordering your list are blank.
- If your data has a bottom row which contains totals, it is often a good idea to insert a blank line above the row of totals.

Manipulating rows and columns within Excel 2016

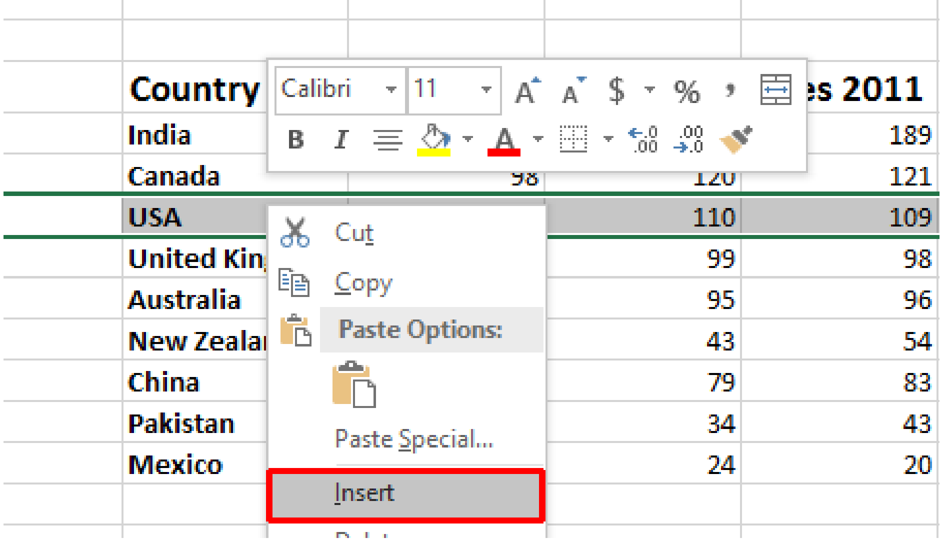
Inserting rows into a worksheet

- Open a workbook called **Rows and columns**. We need to insert a row for **Japan** between the row for **Canada** and the row for the **USA**. Select the row for the **USA**, as illustrated.



	A	B	C	D	E	F	G
1							
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Right click over the selected row and from the popup menu displayed select the **Insert** command.


Country
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es 2011
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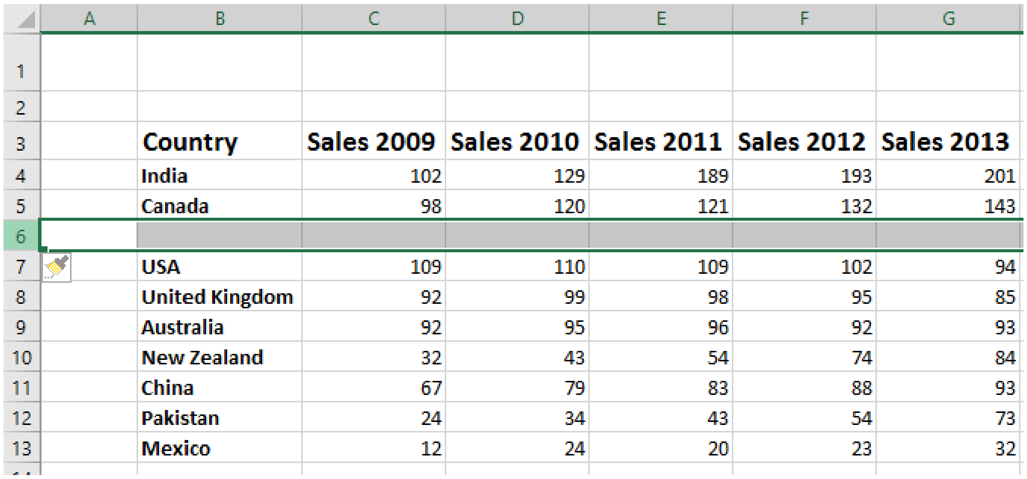
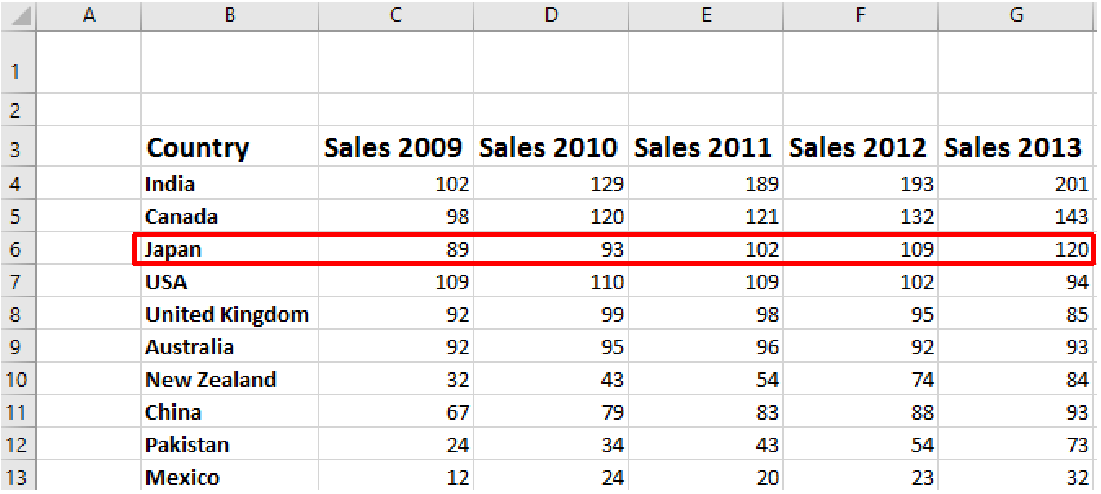
43
20

- The table will now look like this.



Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

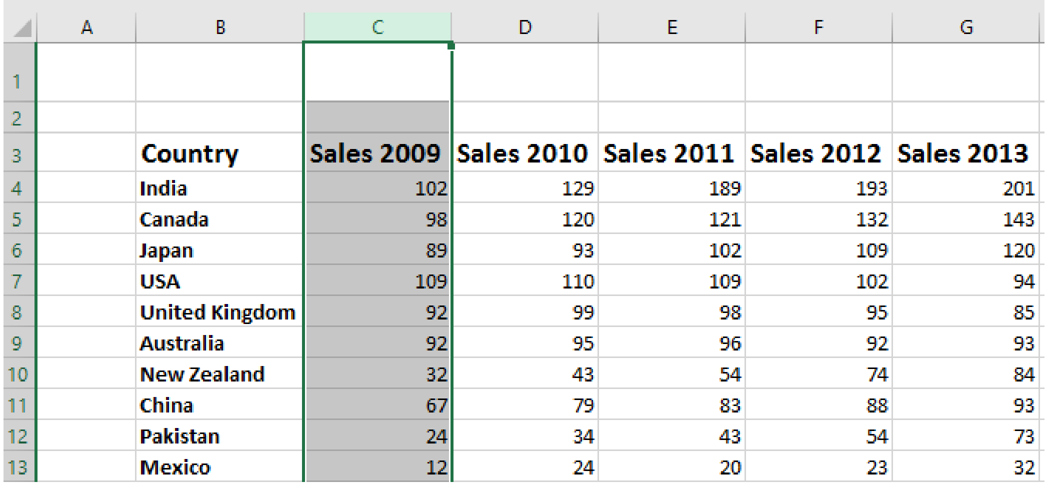
- Click on cell **B6** and type in the word '**Japan**'. Enter the following sales figures for **Japan**.



Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
Japan	89	93	102	109	120
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

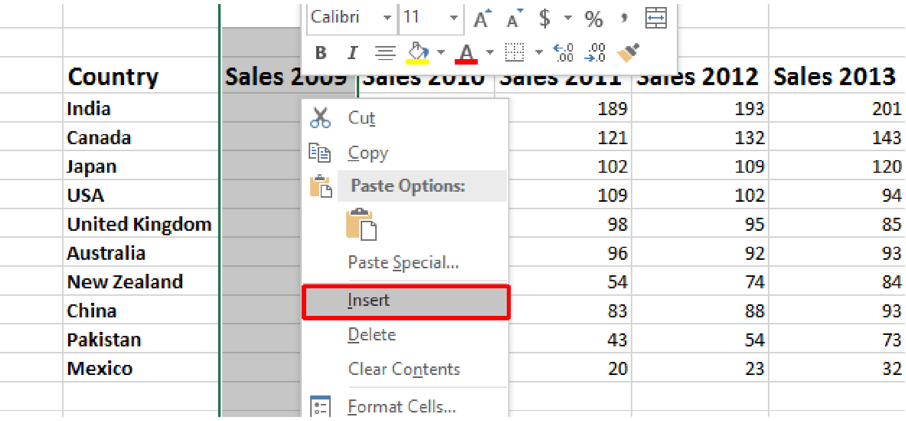
Inserting columns into a worksheet

- We want to insert a column for sales figures in 2008, which needs to be inserted before the **2009** column. Select the column relating to **2009**, as illustrated.



	A	B	C	D	E	F	G
1							
2							
3		**Country**	**Sales 2009**	**Sales 2010**	**Sales 2011**	**Sales 2012**	**Sales 2013**
4		**India**	102	129	189	193	201
5		**Canada**	98	120	121	132	143
6		**Japan**	89	93	102	109	120
7		**USA**	109	110	109	102	94
8		**United Kingdom**	92	99	98	95	85
9		**Australia**	92	95	96	92	93
10		**New Zealand**	32	43	54	74	84
11		**China**	67	79	83	88	93
12		**Pakistan**	24	34	43	54	73
13		**Mexico**	12	24	20	23	32

- Right click over the selected column and from the popup menu displayed select the **Insert** command.


Calibri
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B
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Cut
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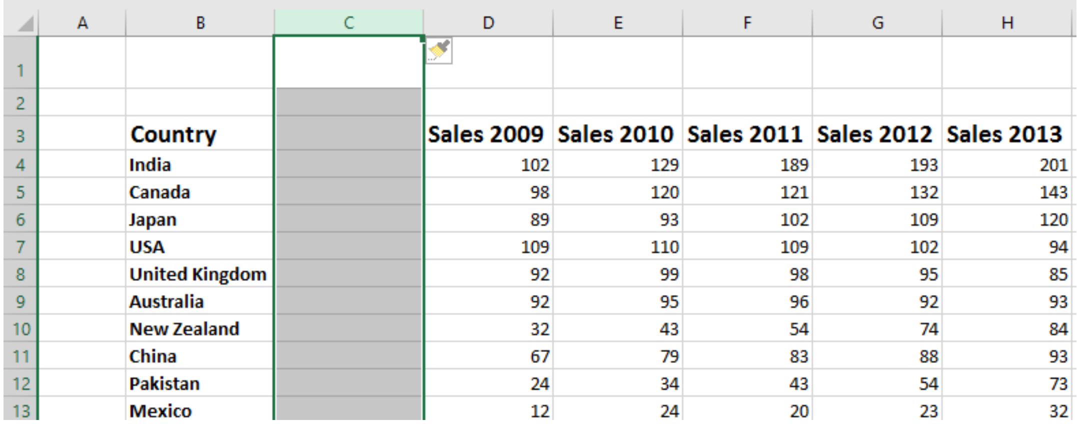
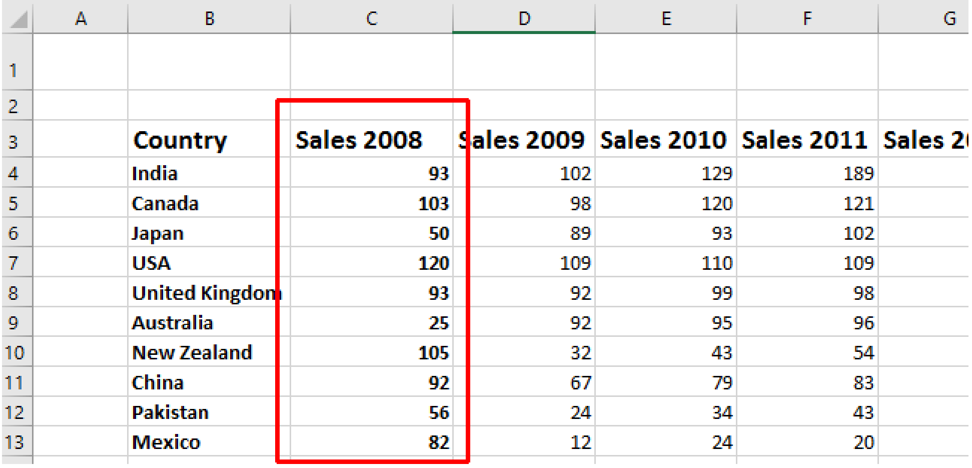
Paste Special...
Insert
Delete
Clear Contents
Format Cells...

- The column will be inserted, as illustrated.



	A	B	C	D	E	F	G	H
1								
2								
3		**Country**		**Sales 2009**	**Sales 2010**	**Sales 2011**	**Sales 2012**	**Sales 2013**
4		**India**		102	129	189	193	201
5		**Canada**		98	120	121	132	143
6		**Japan**		89	93	102	109	120
7		**USA**		109	110	109	102	94
8		**United Kingdom**		92	99	98	95	85
9		**Australia**		92	95	96	92	93
10		**New Zealand**		32	43	54	74	84
11		**China**		67	79	83	88	93
12		**Pakistan**		24	34	43	54	73
13		**Mexico**		12	24	20	23	32

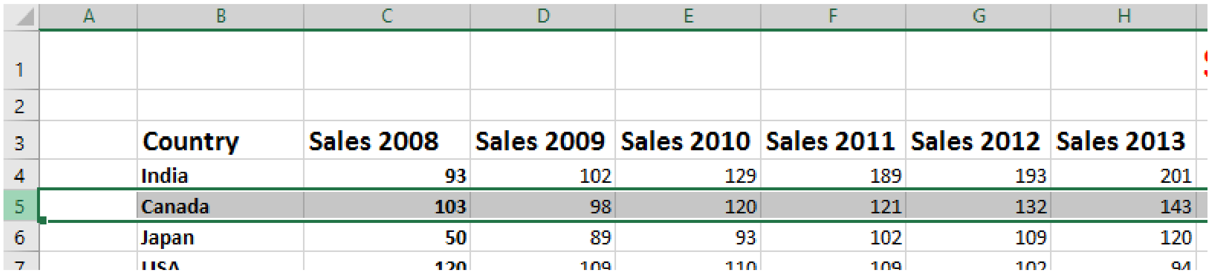
- Enter the following data into the column.



	A	B	C	D	E	F	G
1							
2							
3		**Country**	**Sales 2008**	**Sales 2009**	**Sales 2010**	**Sales 2011**	**Sales 2**
4		**India**	**93**	102	129	189	
5		**Canada**	**103**	98	120	121	
6		**Japan**	**50**	89	93	102	
7		**USA**	**120**	109	110	109	
8		**United Kingdom**	**93**	92	99	98	
9		**Australia**	**25**	92	95	96	
10		**New Zealand**	**105**	32	43	54	
11		**China**	**92**	67	79	83	
12		**Pakistan**	**56**	24	34	43	
13		**Mexico**	**82**	12	24	20	

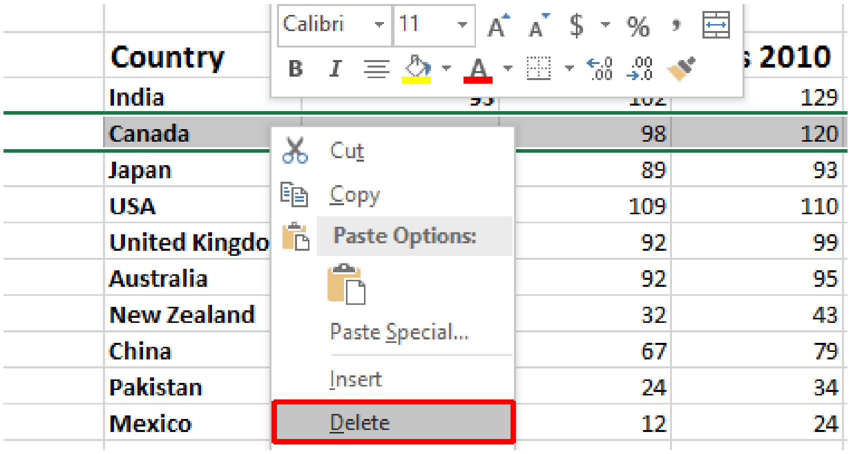
Deleting rows within a worksheet

- Select the row relating to **Canada**.



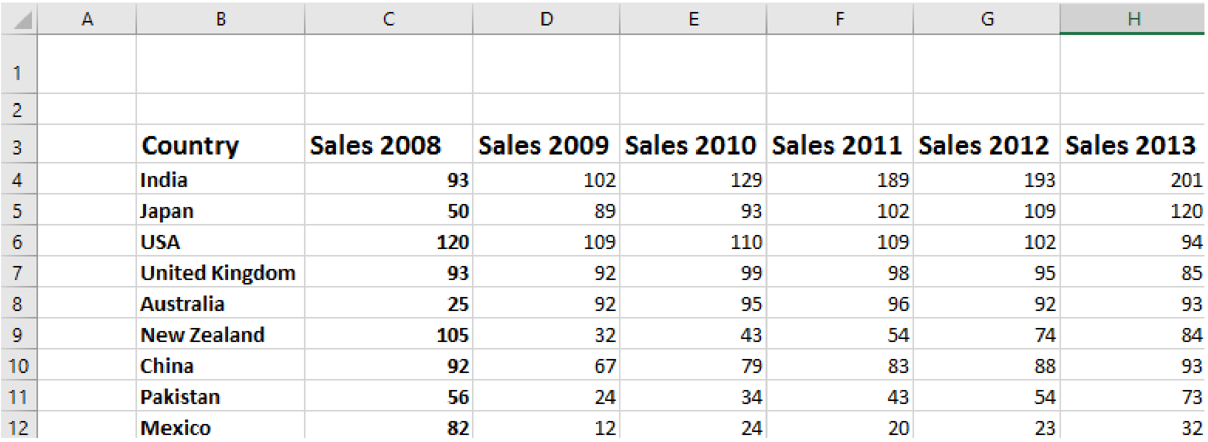
	A	B	C	D	E	F	G	H
1								
2								
3		**Country**	**Sales 2008**	**Sales 2009**	**Sales 2010**	**Sales 2011**	**Sales 2012**	**Sales 2013**
4		**India**	93	102	129	189	193	201
5		**Canada**	103	98	120	121	132	143
6		**Japan**	50	89	93	102	109	120

- Right click over the selected row and from the popup menu displayed select the **Delete** command.



Country		2010
India		129
Canada	98	120
Japan	89	93
USA	109	110
United Kingdo	92	99
Australia	92	95
New Zealand	32	43
China	67	79
Pakistan	24	34
Mexico	12	24

- The row is deleted without any additional warning.

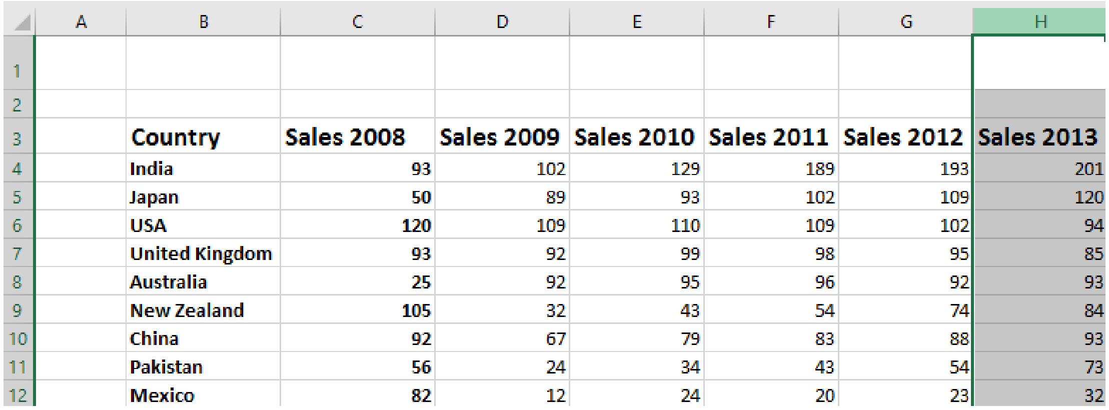


	A	B	C	D	E	F	G	H
1								
2								
3		Country	Sales 2008	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	93	102	129	189	193	201
5		Japan	50	89	93	102	109	120
6		USA	120	109	110	109	102	94
7		United Kingdom	93	92	99	98	95	85
8		Australia	25	92	95	96	92	93
9		New Zealand	105	32	43	54	74	84
10		China	92	67	79	83	88	93
11		Pakistan	56	24	34	43	54	73
12		Mexico	82	12	24	20	23	32

TIP: To delete multiple connected rows, use the **Shift** key trick to select multiple rows and then right click to delete the rows. To delete multiple non-connected rows, use the **Ctrl** key trick to select the multiple rows and then right click to delete the rows.

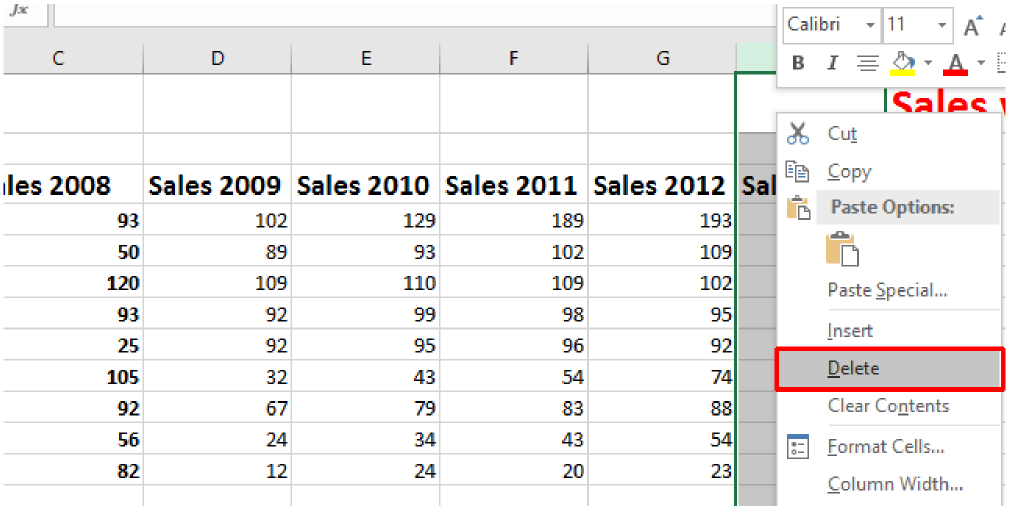
Deleting columns within a worksheet

- Select the column relating to **Sales 2013**.



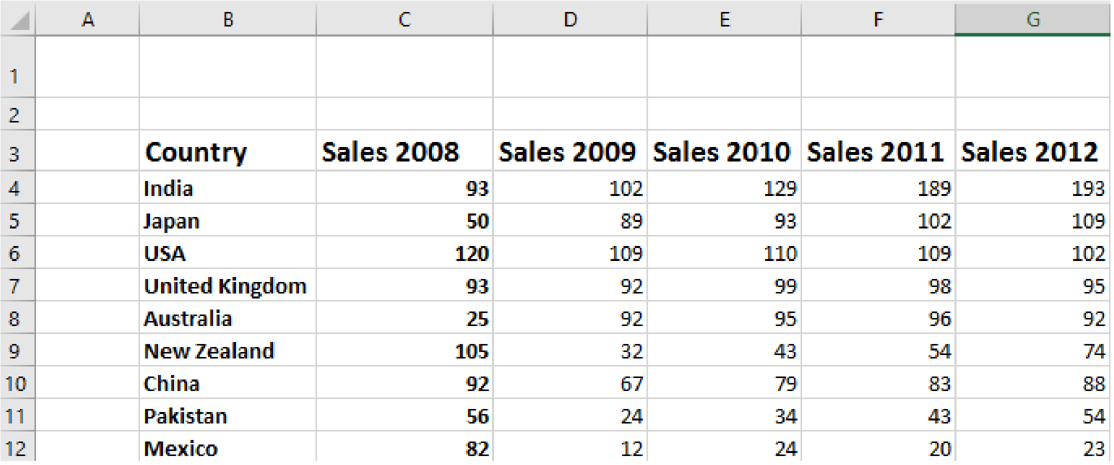
	A	B	C	D	E	F	G	H
1								
2								
3		Country	Sales 2008	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	93	102	129	189	193	201
5		Japan	50	89	93	102	109	120
6		USA	120	109	110	109	102	94
7		United Kingdom	93	92	99	98	95	85
8		Australia	25	92	95	96	92	93
9		New Zealand	105	32	43	54	74	84
10		China	92	67	79	83	88	93
11		Pakistan	56	24	34	43	54	73
12		Mexico	82	12	24	20	23	32

- Right click over the selected column and from the popup menu displayed select the **Delete** command.



C	D	E	F	G	
les 2008	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sal
93	102	129	189	193	
50	89	93	102	109	
120	109	110	109	102	
93	92	99	98	95	
25	92	95	96	92	
105	32	43	54	74	
92	67	79	83	88	
56	24	34	43	54	
82	12	24	20	23	

- The column is deleted without any additional warning.

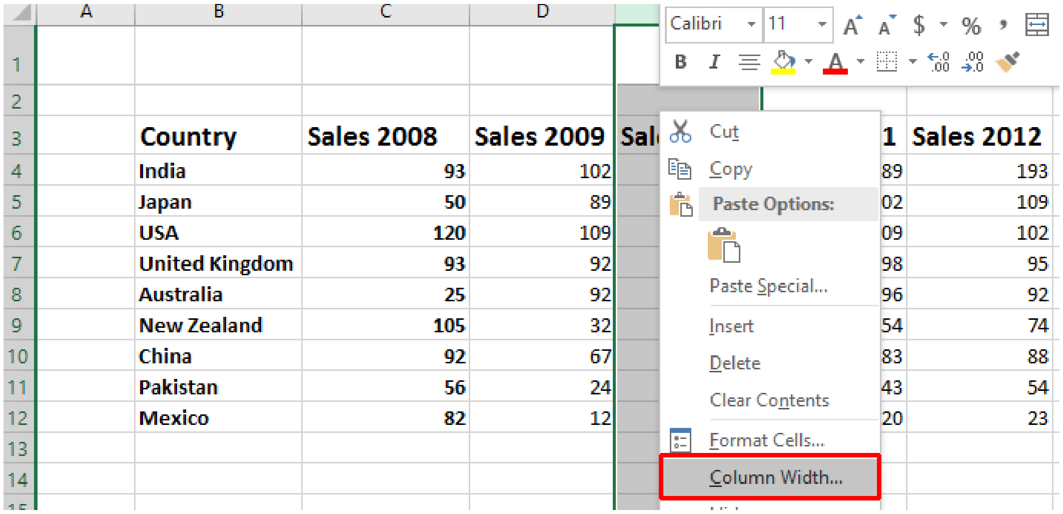


	A	B	C	D	E	F	G
1							
2							
3		Country	Sales 2008	Sales 2009	Sales 2010	Sales 2011	Sales 2012
4		India	93	102	129	189	193
5		Japan	50	89	93	102	109
6		USA	120	109	110	109	102
7		United Kingdom	93	92	99	98	95
8		Australia	25	92	95	96	92
9		New Zealand	105	32	43	54	74
10		China	92	67	79	83	88
11		Pakistan	56	24	34	43	54
12		Mexico	82	12	24	20	23

TIP: To delete multiple connected columns, use the **Shift** key trick to select multiple columns and then right click to delete the columns. To delete multiple non-connected columns, use the **Ctrl** key trick to select the multiple columns and then right click to delete the columns.

Modifying column widths

- Select a column, such as the **Sales 2010** column. Right click over the selected column and from the popup menu displayed select the **Column Width** command.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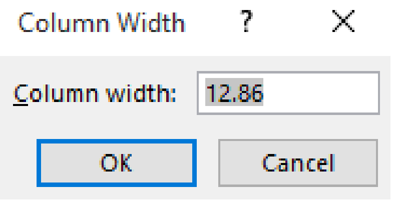
Insert
Delete
Clear Contents
Format Cells...
Column Width...

	Country	Sales 2008	Sales 2009	Sal	1	Sales 2012
	India	93	102		89	193
	Japan	50	89		02	109
	USA	120	109		09	102
	United Kingdom	93	92		98	95
	Australia	25	92		96	92
	New Zealand	105	32		54	74
	China	92	67		83	88
	Pakistan	56	24		43	54
	Mexico	82	12		20	23

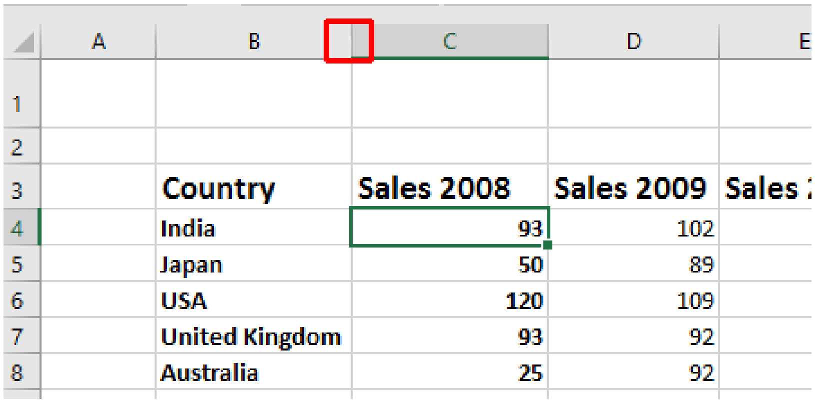
- The **Column Width** dialog box is displayed which allows you to set the column width. Within the dialog box displayed, enter a slightly larger value for the column width and then click on the **OK** button.


Column Width
?
OK
Cancel

Column width: 12.86

Modifying column widths using 'drag and drop'

- Move the mouse pointer to the line between the header for **column B** and **column C**, as illustrated below.



	Country	Sales 2008	Sales 2009	Sales
	India	93	102	
	Japan	50	89	
	USA	120	109	
	United Kingdom	93	92	
	Australia	25	92	

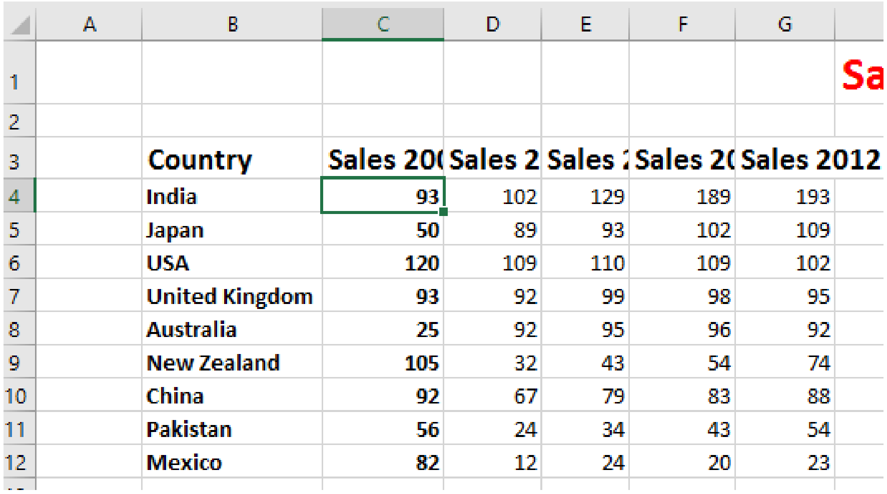
- Press the mouse button and keep it pressed.

The pointer changes to a black cross with double arrows when placed on the line between two columns.

- Move the mouse pointer left or right to make the column narrower or wider. Release the mouse button and the column width will change as required.

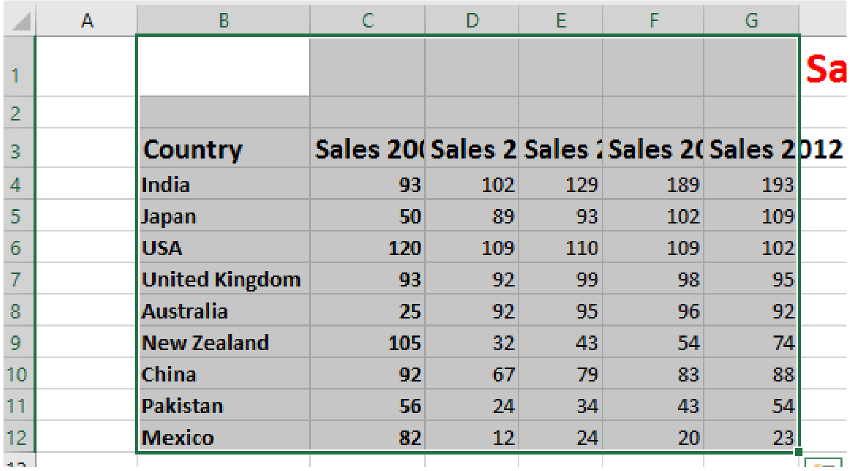
Automatically resizing the column width to fit contents

- Resize all the columns so that they are too narrow to properly display the data contained within the columns. Your screen will look similar to the illustration below.



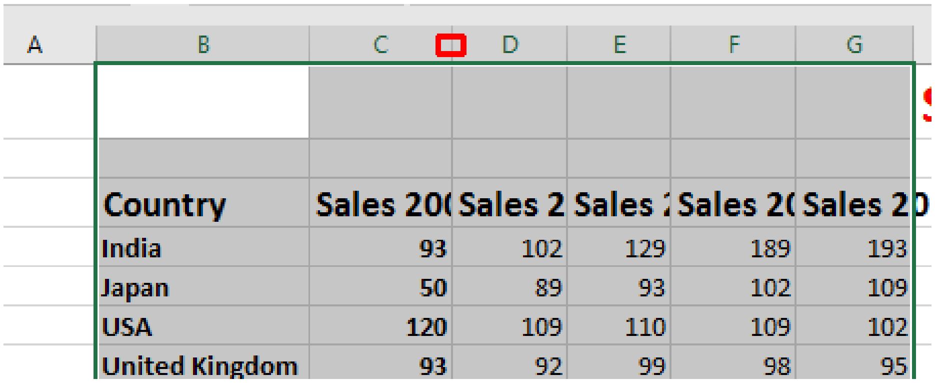
	A	B	C	D	E	F	G	
1								Sa
2								
3		Country	Sales 20(	Sales 2	Sales :	Sales 2(	Sales 2012	
4		India	93	102	129	189	193	
5		Japan	50	89	93	102	109	
6		USA	120	109	110	109	102	
7		United Kingdom	93	92	99	98	95	
8		Australia	25	92	95	96	92	
9		New Zealand	105	32	43	54	74	
10		China	92	67	79	83	88	
11		Pakistan	56	24	34	43	54	
12		Mexico	82	12	24	20	23	

- To automatically resize each column width to fit the contents, select all the columns containing data (i.e. column **B** to column **G**).



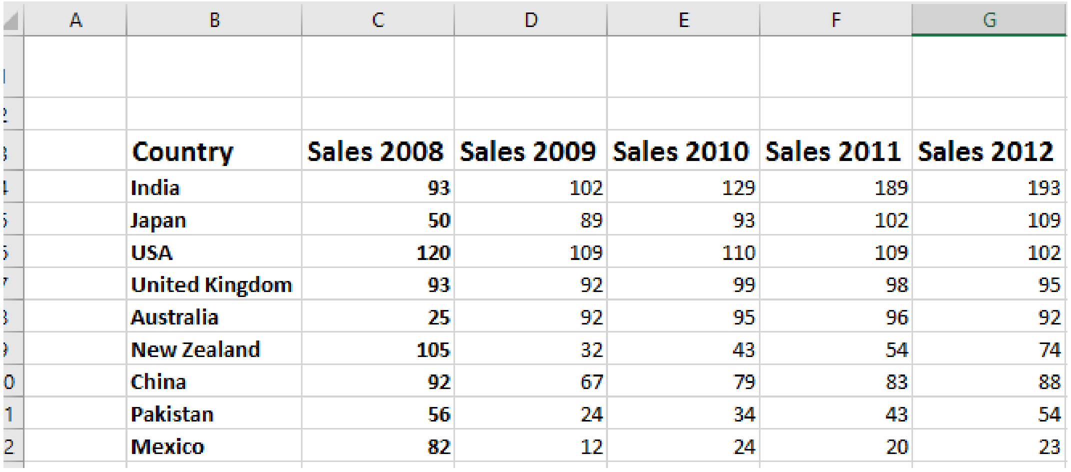
	A	B	C	D	E	F	G	
1								Sa
2								
3		Country	Sales 20(	Sales 2	Sales :	Sales 2(	Sales 2012	
4		India	93	102	129	189	193	
5		Japan	50	89	93	102	109	
6		USA	120	109	110	109	102	
7		United Kingdom	93	92	99	98	95	
8		Australia	25	92	95	96	92	
9		New Zealand	105	32	43	54	74	
10		China	92	67	79	83	88	
11		Pakistan	56	24	34	43	54	
12		Mexico	82	12	24	20	23	

- Double click on the junction between one of the column headers within the selected columns.



Country	Sales 20(	Sales 2	Sales :	Sales 2(	Sales 20
India	93	102	129	189	193
Japan	50	89	93	102	109
USA	120	109	110	109	102
United Kingdom	93	92	99	98	95

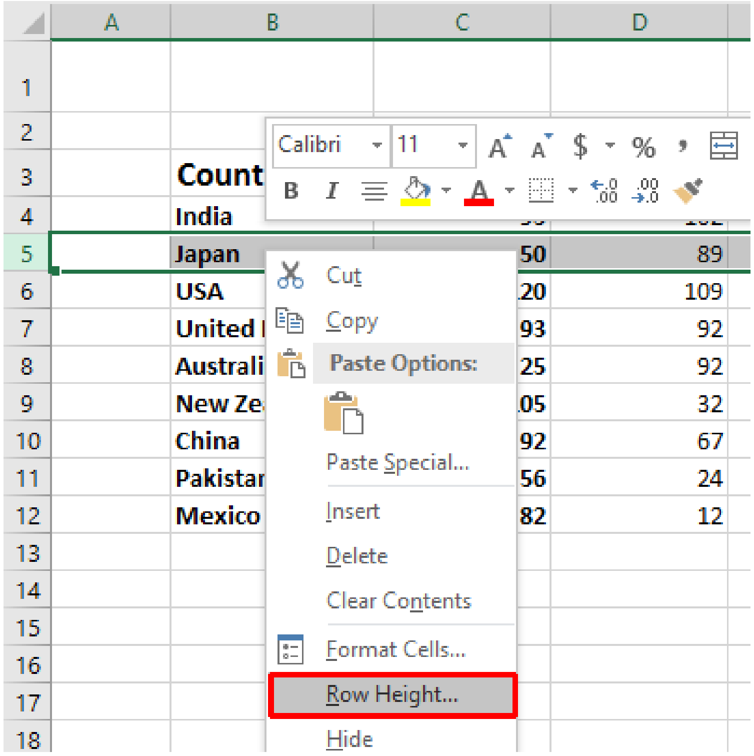
- The columns will automatically resize to accommodate the data within each column.



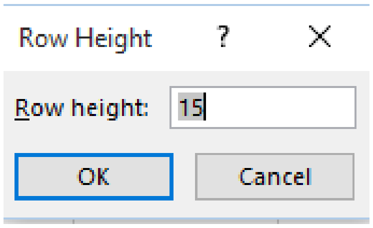
Country	Sales 2008	Sales 2009	Sales 2010	Sales 2011	Sales 2012
India	93	102	129	189	193
Japan	50	89	93	102	109
USA	120	109	110	109	102
United Kingdom	93	92	99	98	95
Australia	25	92	95	96	92
New Zealand	105	32	43	54	74
China	92	67	79	83	88
Pakistan	56	24	34	43	54
Mexico	82	12	24	20	23

Modifying row heights

- Select one or more rows and then right click over the selected row(s). From the popup menu displayed select the **Row Height** command.


Calibri
11
Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide

- The **Row Height** dialog is displayed allowing you to set the exact row height, as required.


Row Height
?
OK
Cancel

Row height: 15

TIP: If you click between any two row headers, you can drag the row height up or down as required, to modify the row height.

- Save your changes and close the workbook.

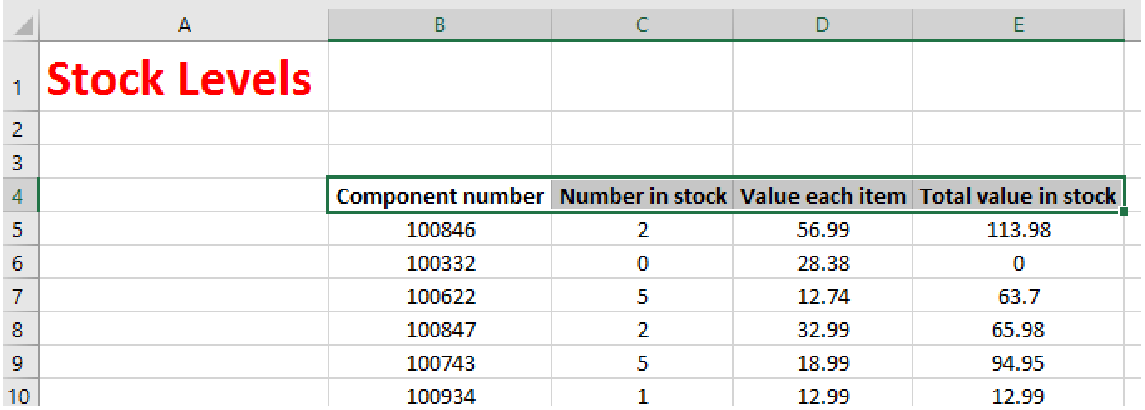
Manipulating cells and cell content within Excel 2016

Copying a cell or range contents within a workbook

- Open a workbook called **Copying moving and deleting**.
- Select a cell, range, row or column to copy. In this case select the range **B4** to **E4**.

TIP: A range like this is often written as **B4:E4**.

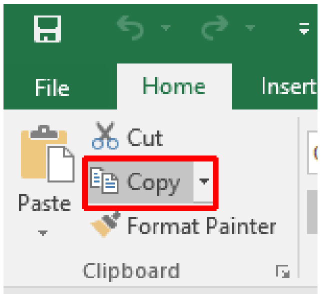
Your screen will look something like this:



	A	B	C	D	E
1	Stock Levels				
2					
3					
4		Component number	Number in stock	Value each item	Total value in stock
5		100846	2	56.99	113.98
6		100332	0	28.38	0
7		100622	5	12.74	63.7
8		100847	2	32.99	65.98
9		100743	5	18.99	94.95
10		100934	1	12.99	12.99

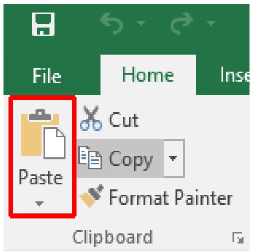
- Press **Ctrl+C** to copy the selected range to the Clipboard.

TIP: To copy a selected item to the Clipboard using the Ribbon, click on the **Home** tab and then click on the **Copy** icon in the **Clipboard** group on the **Ribbon**.

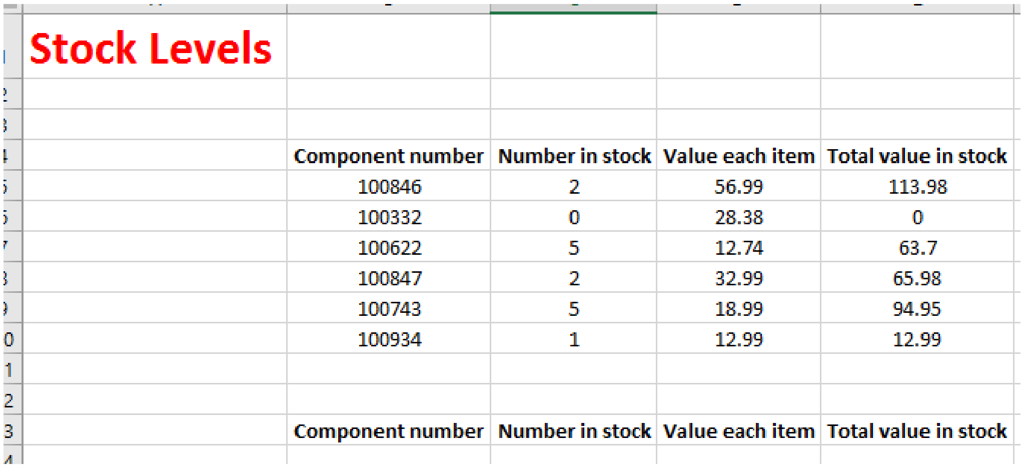


- Click at the location you wish to paste the data to. In this case click on cell **B14** and press the **Ctrl+V** keys to paste the data from the Clipboard.

TIP: To paste an item from the Clipboard using the Ribbon, click on the **Home** tab and then click on the **Paste** icon, in the **Clipboard** group on the **Ribbon**.



- Your data will now look like this.



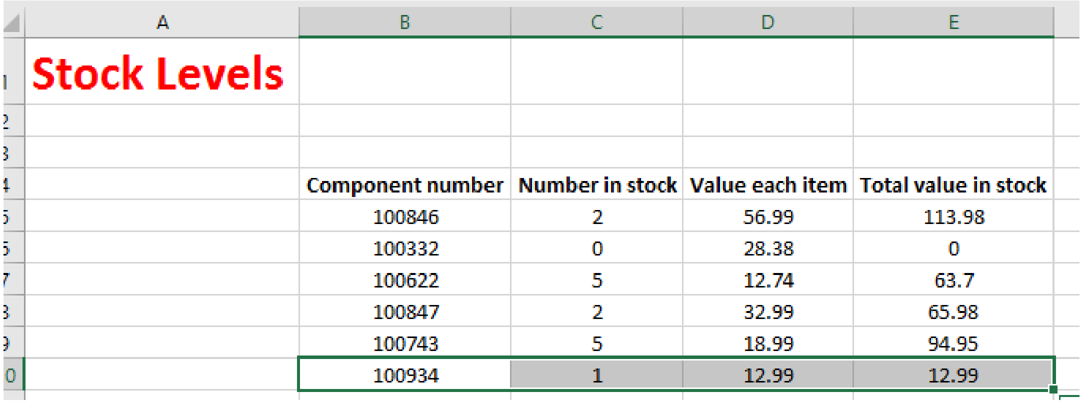
Stock Levels

	Component number	Number in stock	Value each item	Total value in stock
	100846	2	56.99	113.98
	100332	0	28.38	0
	100622	5	12.74	63.7
	100847	2	32.99	65.98
	100743	5	18.99	94.95
	100934	1	12.99	12.99
	Component number	Number in stock	Value each item	Total value in stock

TIP: You can use the same technique to copy entire rows or columns. Pressing **Ctrl+A** will select everything within a worksheet and allow you to copy the entire worksheet contents to the Clipboard when you press **Ctrl+C.**

Deleting cell contents

- Select the range that you wish to delete the contents of. In this case select the range **B10:E10**, as illustrated.



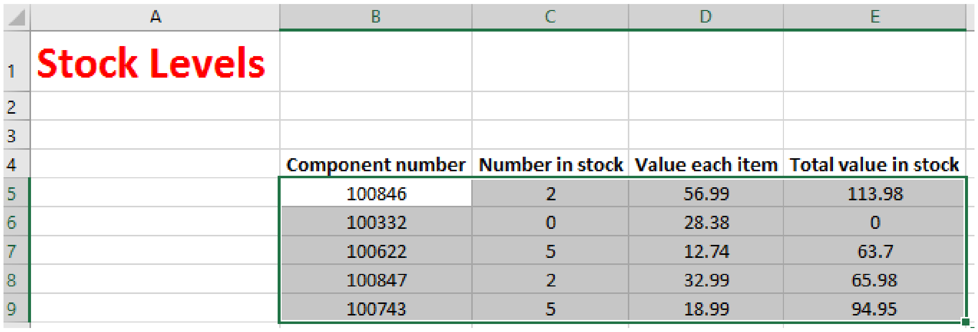
A	B	C	D	E
Stock Levels				
	Component number	Number in stock	Value each item	Total value in stock
	100846	2	56.99	113.98
	100332	0	28.38	0
	100622	5	12.74	63.7
	100847	2	32.99	65.98
	100743	5	18.99	94.95
	100934	1	12.99	12.99

- Press the **Del** key and the cell contents will be deleted.

  TIP: You can use the same technique to delete entire rows or column contents. Pressing **Ctrl+A** will select everything within a worksheet and allow you to delete the entire worksheet contents when you press the **Del** key.

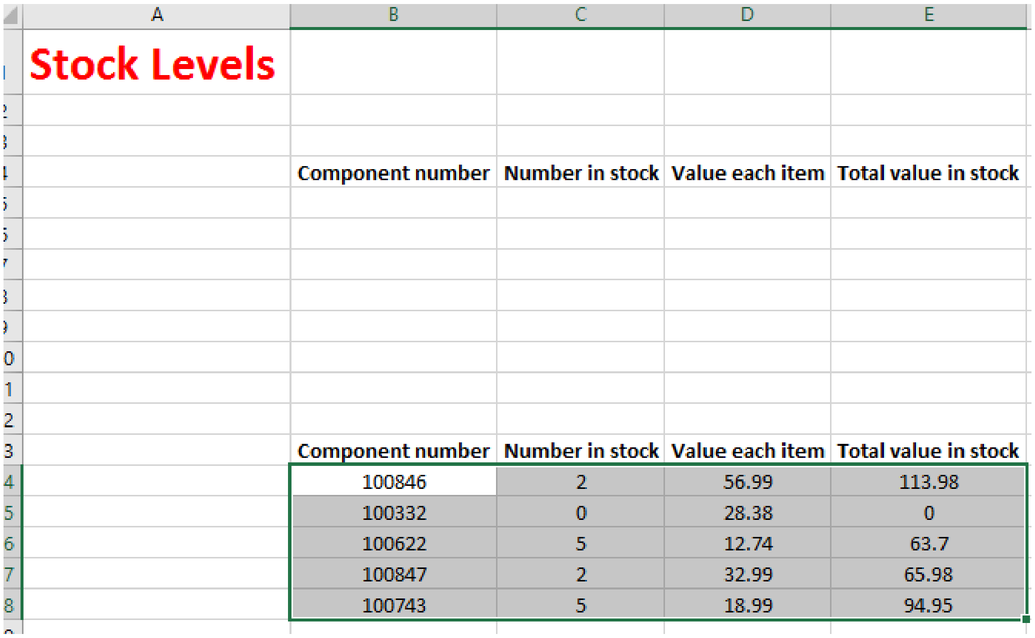
Moving the contents of a cell or range within a workbook

- Select the range you wish to move and then cut it to the Clipboard. In this case select the data, as illustrated. This is referred to as the range **B5:E9**.



	A	B	C	D	E
1	Stock Levels				
2					
3					
4		Component number	Number in stock	Value each item	Total value in stock
5		100846	2	56.99	113.98
6		100332	0	28.38	0
7		100622	5	12.74	63.7
8		100847	2	32.99	65.98
9		100743	5	18.99	94.95

- Press the **Ctrl+X** keys to cut the selected data to the Clipboard.
- Click at the location you wish to move the selected data to, in this case click in cell **B15**, and press **Ctrl+V**, to paste the data.



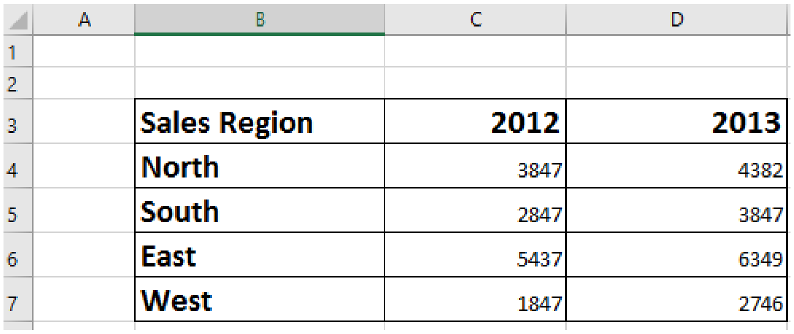
A	B	C	D	E
Stock Levels				
	Component number	Number in stock	Value each item	Total value in stock
	Component number	Number in stock	Value each item	Total value in stock
	100846	2	56.99	113.98
	100332	0	28.38	0
	100622	5	12.74	63.7
	100847	2	32.99	65.98
	100743	5	18.99	94.95

TIP: You can use the same technique to move entire rows or columns.

- Save your changes and close the workbook.

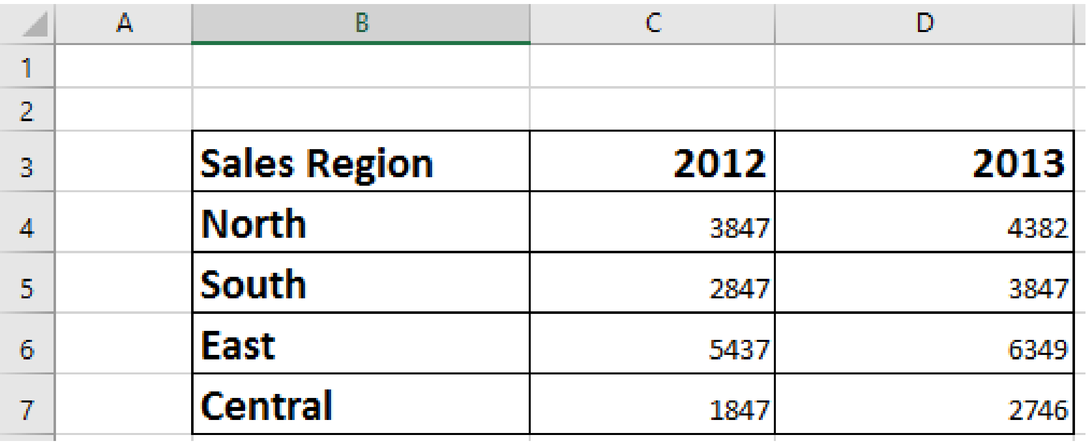
Editing cell content

- It is easy to edit existing data within a cell or to replace existing data within a cell. Open a workbook called **Editing**.
- Click on cell **B3**. Double click in front of the word '**Region**' and insert the word '**Sales**' followed by a space. Press the **Enter** key to commit your changes to the cell.



	A	B	C	D
1				
2				
3		Sales Region	2012	2013
4		North	3847	4382
5		South	2847	3847
6		East	5437	6349
7		West	1847	2746

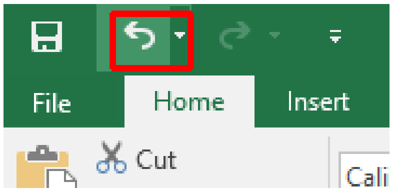
- Click on cell **B7**. Double click on the word '**West**', to select it and then over type the selected word with the word '**Central**'. Press the **Enter** key to commit your changes to the cell.



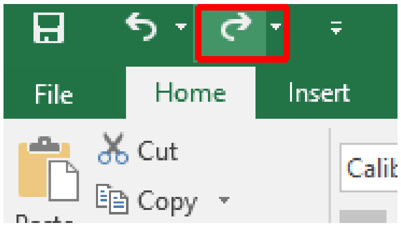
	A	B	C	D
1				
2				
3		Sales Region	2012	2013
4		North	3847	4382
5		South	2847	3847
6		East	5437	6349
7		Central	1847	2746

Undo and Redo

- Click on the **Undo** icon (top-left of your screen) to reverse the last action. Try it now.


File
Home
Insert
Cut
Cali

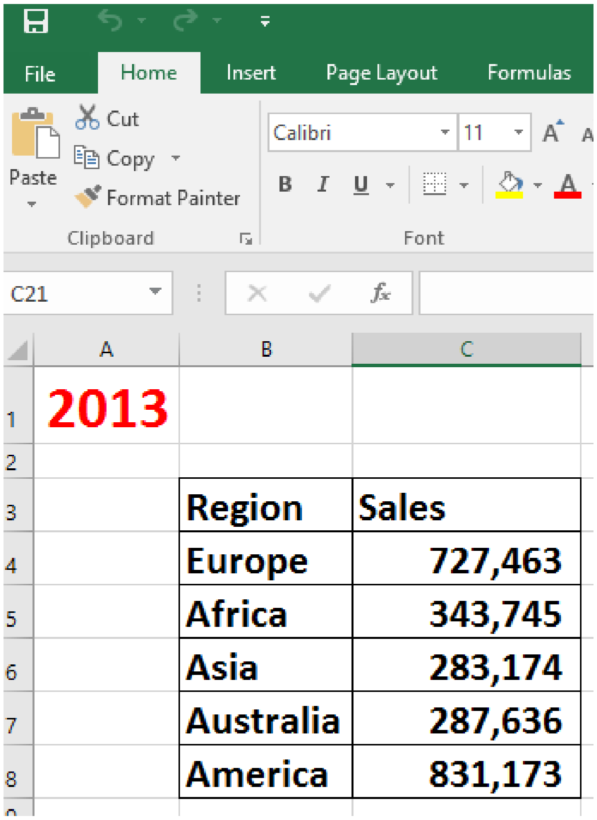
- Click on the **Redo** icon (top-left of your screen) to reapply the last action. Try it now.


File
Home
Insert
Cut
Copy
Calib

- Save your changes and close the workbook.

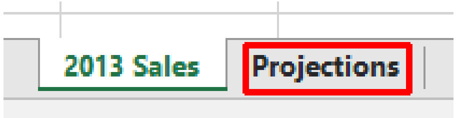
Copying data between worksheets (within the same workbook)

- Open a workbook called **Worksheet manipulation**.
- Select a cell, range, row or column to copy. In this case select the range **B3:C8**. Your screen will look something like this:


File
Home
Insert
Page Layout
Formulas
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
C21
fx

	A	B	C
1	2013		
2			
3		Region	Sales
4		Europe	727,463
5		Africa	343,745
6		Asia	283,174
7		Australia	287,636
8		America	831,173

- Press **Ctrl+C** to copy the selected range to the Clipboard. Click on the second worksheet tab (called **Projections**).


2013 Sales
Projections

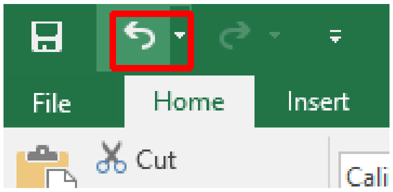
You will now see the contents of the second, empty worksheet displayed.

- Click at the location you wish to paste the data to. In this case click on cell **C4** and press the **Ctrl+V** keys to paste the data from the Clipboard. You have successfully copied selected data from one worksheet to another worksheet within the same workbook.

BEFORE CONTINUING: Click on the **Undo** icon to undo this copy.

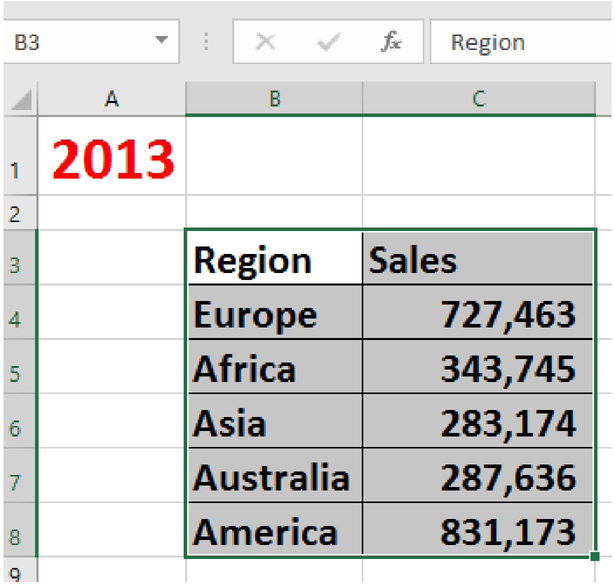
The **Undo** icon is displayed towards the top-left of your screen.

Leave the workbook open and carry on to the next section.



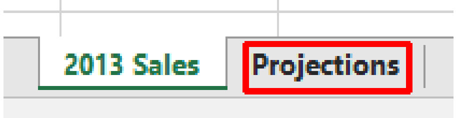
Moving data between worksheets (within the same workbook)

- Switch back to the first worksheet within the workbook called **Worksheet manipulation**.
- Select a cell, range, row or column to move. In this case select the range **B3:C8**. Your screen will look something like this:



	A	B	C
1	2013		
2			
3		Region	Sales
4		Europe	727,463
5		Africa	343,745
6		Asia	283,174
7		Australia	287,636
8		America	831,173
9			

- Press **Ctrl+X** to cut (move) the selected range to the Clipboard.
- Click on the second worksheet tab (called **Projections**).



You will now see the contents of the second, empty worksheet displayed.

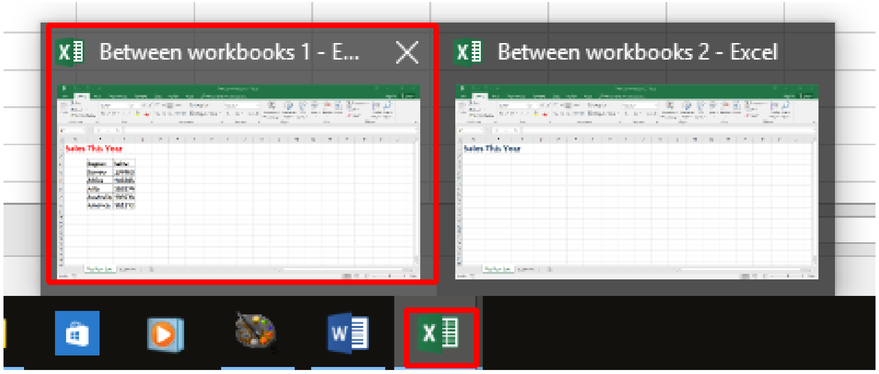
- Click at the location you wish to paste the data to. In this case click on cell **C4** and press the **Ctrl+V** keys to paste the data from the Clipboard. You have successfully moved selected data from one worksheet to another worksheet within the same workbook.

- Save your changes and close the workbook.

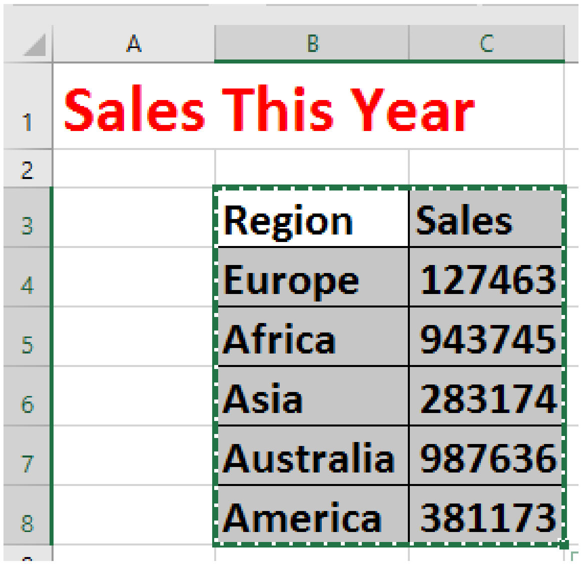
Moving data worksheets (between different workbooks)

- Open a workbook called **Between workbooks 1**.
- Open a second workbook called **Between workbooks 2**.
- Display the contents of the **Between workbooks 1** workbook.

  NOTE: To switch between multiple open workbooks, click on the **Excel** icon displayed within the Taskbar at the bottom of the screen and click on **Between Workbooks 1**.



- Within the **Between workbooks 1** workbook, select a cell, range, row or column to move. In this case select the range **B3:C8**. Your screen will look something like this:



	A	B	C
1	Sales This Year		
2			
3		Region	Sales
4		Europe	127463
5		Africa	943745
6		Asia	283174
7		Australia	987636
8		America	381173

- Press **Ctrl+X** to cut (move) the selected range to the Clipboard.

- Switch to the second workbook (called **Between workbooks 2**).
- Click at the location you wish to paste the data to. In this case click on cell **C4** and press the **Ctrl+V** keys to paste the data from the Clipboard. You have successfully moved selected data from one workbook to another workbook.

  NOTE: You could have selected a different worksheet within the second workbook if you wanted.

  Leave the workbook open and carry on to the next exercise.

Copying data between worksheets (in different workbooks)

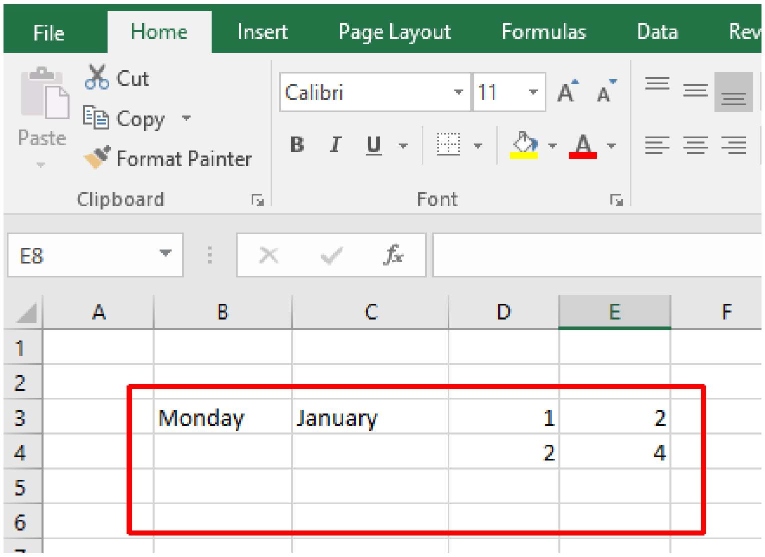
- Select the data in the second workbook.
- Press **Ctrl+C** to copy the selected data to the Clipboard.
- Switch back to the first workbook.
- Click where you wish to paste the data to.
- Press **Ctrl+V** to paste the data from the Clipboard.

  You have now copied selected data from one workbook to another workbook.

- Close any open workbooks and save your changes.

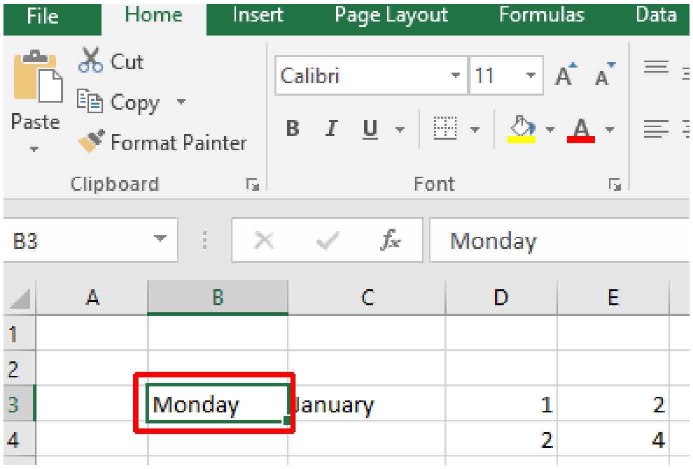
AutoFill

- Open a workbook called **AutoFill**.


File
Home
Insert
Page Layout
Formulas
Data
Rev
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
E8
fx

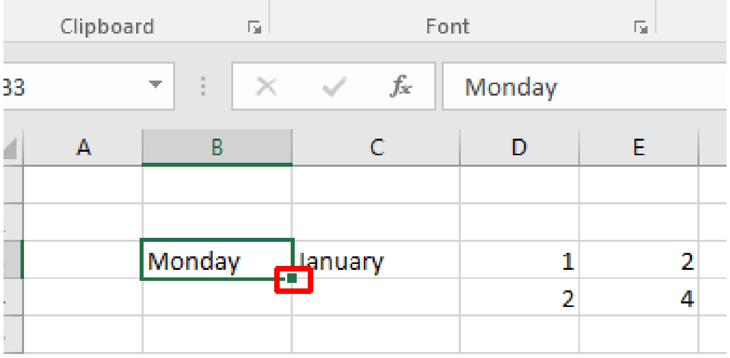
	A	B	C	D	E	F
1						
2						
3		Monday	January	1	2	
4				2	4	
5						
6						

- Click on cell **B3** which contains the word **Monday**.


File
Home
Insert
Page Layout
Formulas
Data
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
B3
Monday

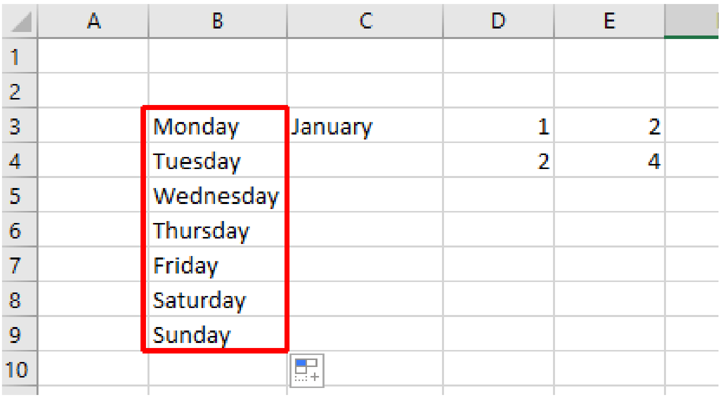
	A	B	C	D	E
1					
2					
3		Monday	January	1	2
4				2	4

- Move the mouse pointer to the bottom-right corner of this cell and the mouse pointer shape will change to the shape of a small black cross.


Clipboard
Font
33
Monday

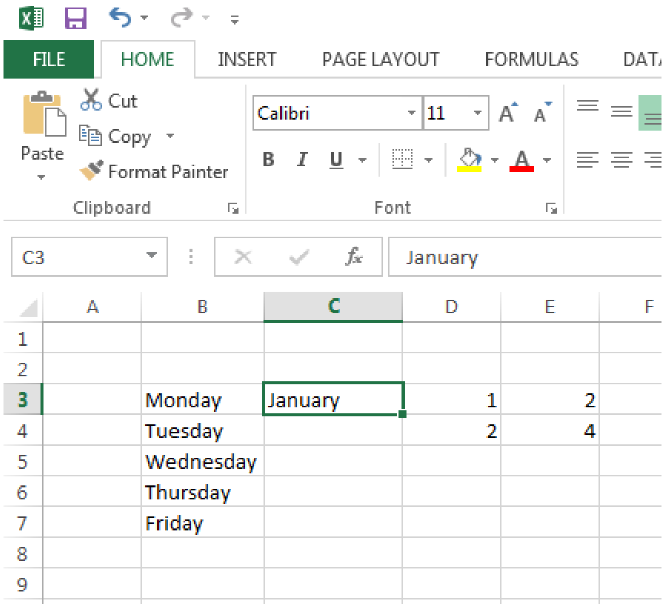
A	B	C	D	E
	Monday	January	1	2
			2	4

When the mouse pointer changes shape, press the mouse button down, and while keeping it pressed move slowly down the page to cell **B7**. When you release the mouse button you will see that Excel has 'AutoFilled' the range you dragged across with days of the week.



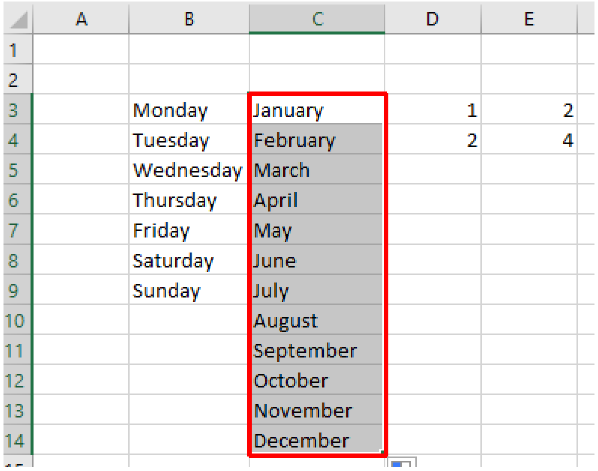
	A	B	C	D	E
1					
2					
3		Monday	January	1	2
4		Tuesday		2	4
5		Wednesday			
6		Thursday			
7		Friday			
8		Saturday			
9		Sunday			
10					

- Click on cell **C3** which contains the word **January**.


FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DAT
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
11
B
I
U
Font
C3
January

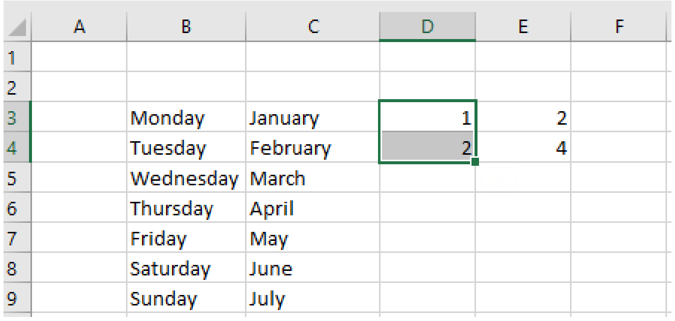
	A	B	C	D	E	F
1						
2						
3		Monday	January	1	2	
4		Tuesday		2	4	
5		Wednesday				
6		Thursday				
7		Friday				
8						
9						

- Use the AutoFill feature to automatically create a column containing all the months of the year.



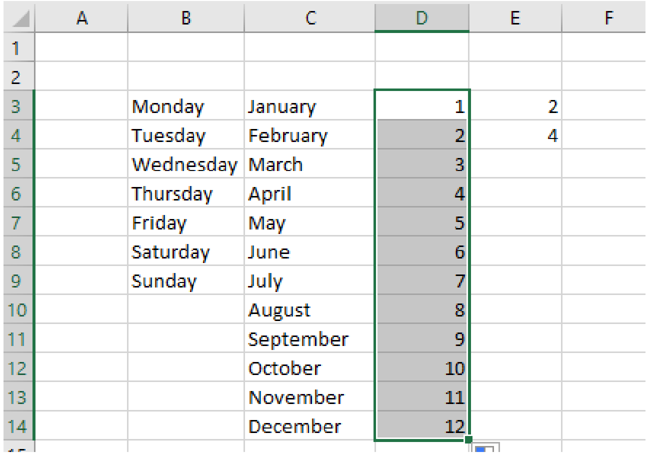
	A	B	C	D	E
1					
2					
3		Monday	January	1	2
4		Tuesday	February	2	4
5		Wednesday	March		
6		Thursday	April		
7		Friday	May		
8		Saturday	June		
9		Sunday	July		
10			August		
11			September		
12			October		
13			November		
14			December		

- Select the cell range **D3:D4**.



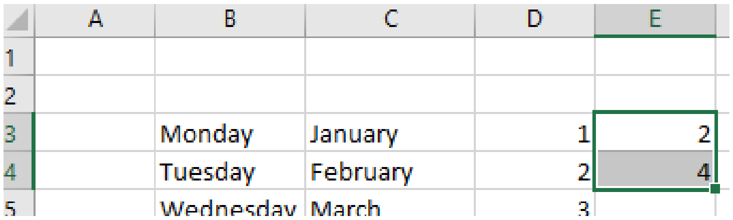
	A	B	C	D	E	F
1						
2						
3		Monday	January	1	2	
4		Tuesday	February	2	4	
5		Wednesday	March			
6		Thursday	April			
7		Friday	May			
8		Saturday	June			
9		Sunday	July			

- Use **AutoFill** to extend the series down the page. As you will see the series becomes **1,2,3,4,5,6,7** etc.



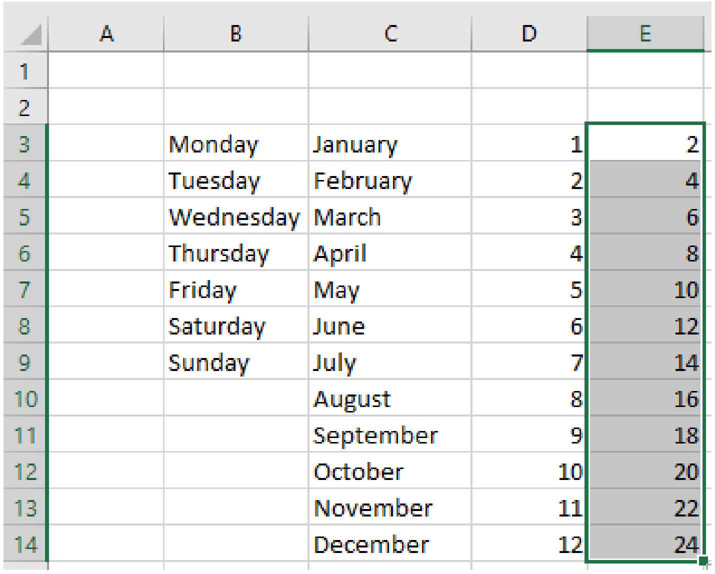
	A	B	C	D	E	F
1						
2						
3		Monday	January	1	2	
4		Tuesday	February	2	4	
5		Wednesday	March	3		
6		Thursday	April	4		
7		Friday	May	5		
8		Saturday	June	6		
9		Sunday	July	7		
10			August	8		
11			September	9		
12			October	10		
13			November	11		
14			December	12		

- Select the cell range **E3:E4**.



	A	B	C	D	E
1					
2					
3		Monday	January	1	2
4		Tuesday	February	2	4
5		Wednesday	March	3	

- Use **AutoFill** to extend the series down the page. As you will see the series becomes **2,4,6,8,10** etc.

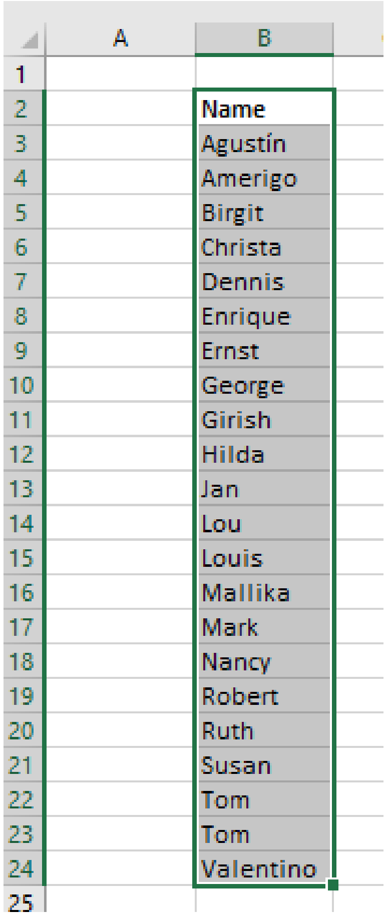


	A	B	C	D	E
1					
2					
3		Monday	January	1	2
4		Tuesday	February	2	4
5		Wednesday	March	3	6
6		Thursday	April	4	8
7		Friday	May	5	10
8		Saturday	June	6	12
9		Sunday	July	7	14
10			August	8	16
11			September	9	18
12			October	10	20
13			November	11	22
14			December	12	24

- Save your changes and close the workbook.

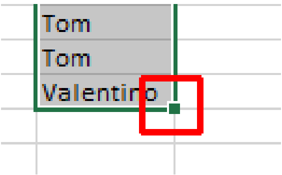
Copying a data range using AutoFill

- Open a workbook called **AutoFill a data range**.
- Select the range **B2:B24**.



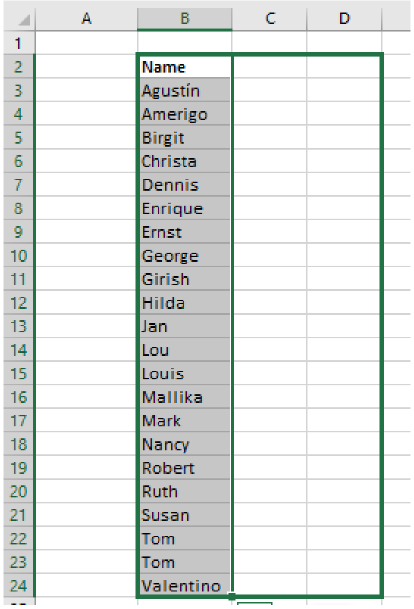
	A	B
1		
2		Name
3		Agustín
4		Amerigo
5		Birgit
6		Christa
7		Dennis
8		Enrique
9		Ernst
10		George
11		Girish
12		Hilda
13		Jan
14		Lou
15		Louis
16		Mallika
17		Mark
18		Nancy
19		Robert
20		Ruth
21		Susan
22		Tom
23		Tom
24		Valentino
25		

- Move the mouse pointer to the bottom-right corner of this range and the mouse pointer shape will change to the shape of a small black cross.



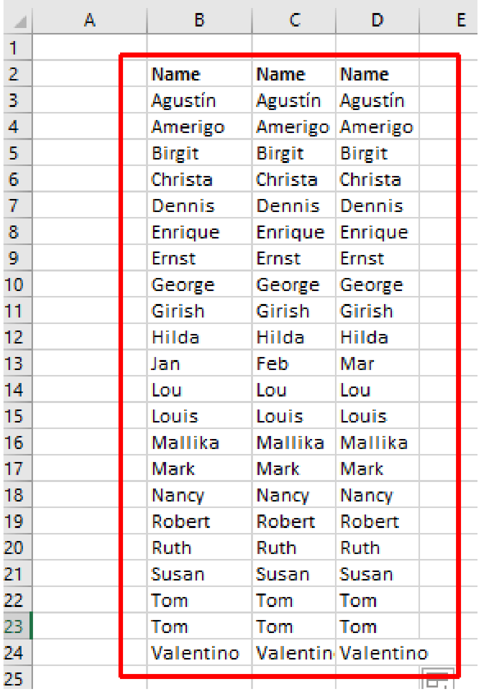
Tom
Tom
Valentino

When the mouse pointer changes shape, press the mouse button down, and while keeping it pressed move slowly to the right, by two columns.



	A	B	C	D
1				
2		**Name**		
3		Agustín		
4		Amerigo		
5		Birgit		
6		Christa		
7		Dennis		
8		Enrique		
9		Ernst		
10		George		
11		Girish		
12		Hilda		
13		Jan		
14		Lou		
15		Louis		
16		Mallika		
17		Mark		
18		Nancy		
19		Robert		
20		Ruth		
21		Susan		
22		Tom		
23		Tom		
24		Valentino		

When you release the mouse button you will see that Excel has 'AutoFilled' the range you dragged across with data, as illustrated below.



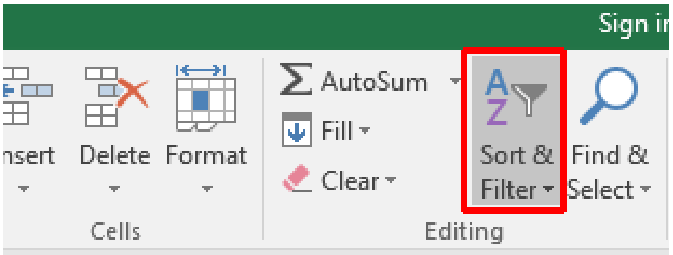
	A	B	C	D	E
1					
2		**Name**	**Name**	**Name**	
3		Agustín	Agustín	Agustín	
4		Amerigo	Amerigo	Amerigo	
5		Birgit	Birgit	Birgit	
6		Christa	Christa	Christa	
7		Dennis	Dennis	Dennis	
8		Enrique	Enrique	Enrique	
9		Ernst	Ernst	Ernst	
10		George	George	George	
11		Girish	Girish	Girish	
12		Hilda	Hilda	Hilda	
13		Jan	Feb	Mar	
14		Lou	Lou	Lou	
15		Louis	Louis	Louis	
16		Mallika	Mallika	Mallika	
17		Mark	Mark	Mark	
18		Nancy	Nancy	Nancy	
19		Robert	Robert	Robert	
20		Ruth	Ruth	Ruth	
21		Susan	Susan	Susan	
22		Tom	Tom	Tom	
23		Tom	Tom	Tom	
24		Valentino	Valentin	Valentino	
25					

- Save your changes and close the workbook.

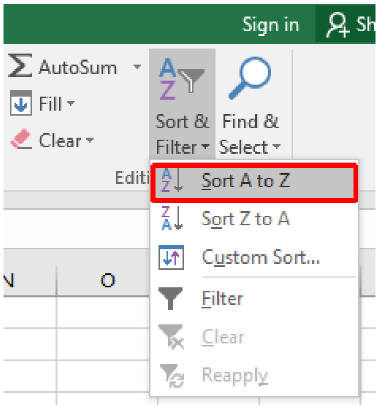
Sorting a cell range

- Open a workbook called **Sorting**.

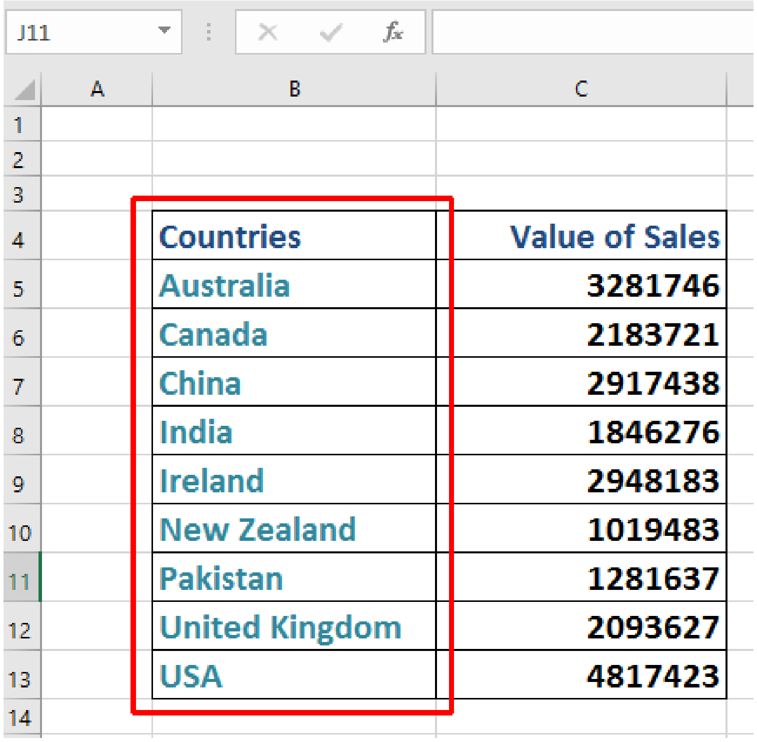
- The data within column **B** consists of text, while the data in column **C** consists of numbers.
- Click within the data contained within column **B** (for instance click on cell **B7**).
- Click on the **Home** tab and from within the **Editing** group click on the **Sort & Filter** button.


Sign in
nsert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing

- Click on the **Sort A to Z** option.

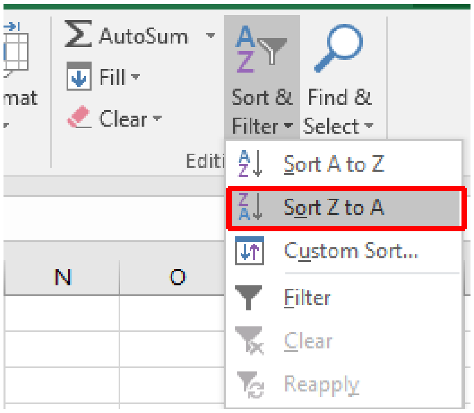

Sign in
Sh
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editi
Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply
N
O

- The data will be displayed as illustrated.



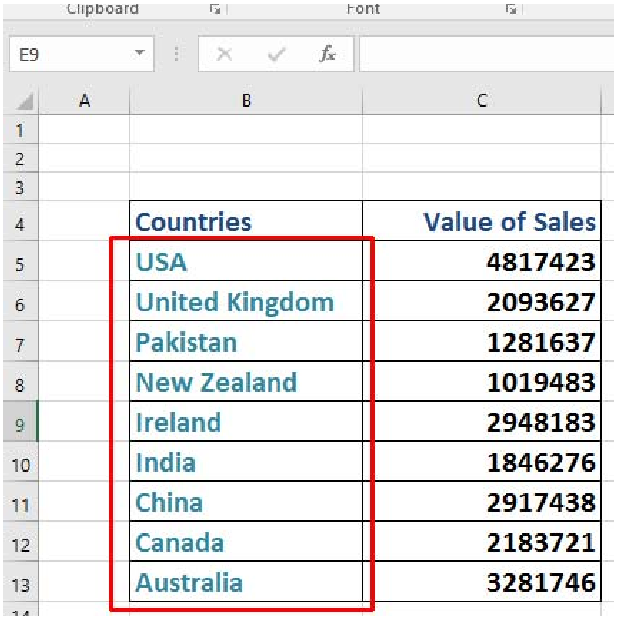
Countries	Value of Sales
Australia	3281746
Canada	2183721
China	2917438
India	1846276
Ireland	2948183
New Zealand	1019483
Pakistan	1281637
United Kingdom	2093627
USA	4817423

- Click on the **'Sort Z to A'** option under the **Sort & Filter** button.



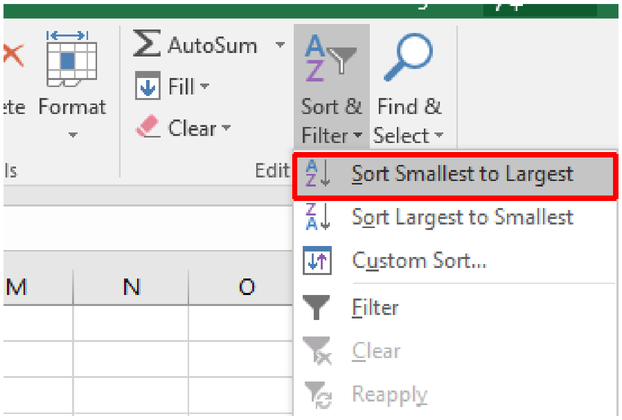
AutoSum
Fill
Clear
mat
Sort & Filter
Find & Select
Editi
Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply
N
O

- The data will be displayed as illustrated.

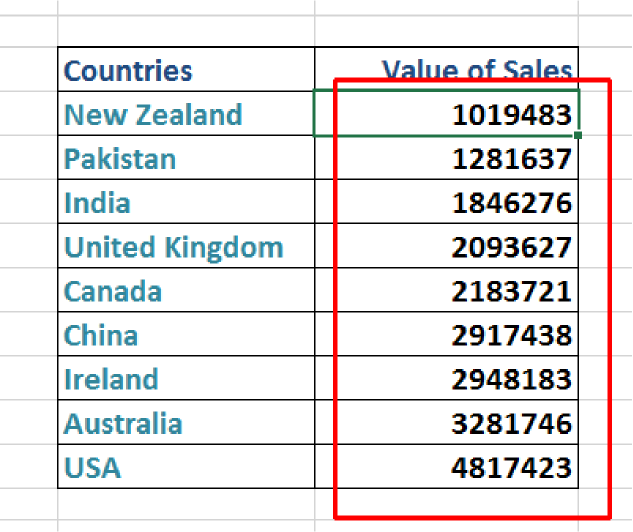

Clipboard
Font
E9
A
B
C

Countries	Value of Sales
USA	4817423
United Kingdom	2093627
Pakistan	1281637
New Zealand	1019483
Ireland	2948183
India	1846276
China	2917438
Canada	2183721
Australia	3281746

- Click within the data contained in column **C** (for instance click on cell **C8**).
- Click on the **Home** tab, and from within the **Editing** group click on the **Sort & Filter** button. From the drop down list displayed, click on the **Sort Smallest to Largest** option.

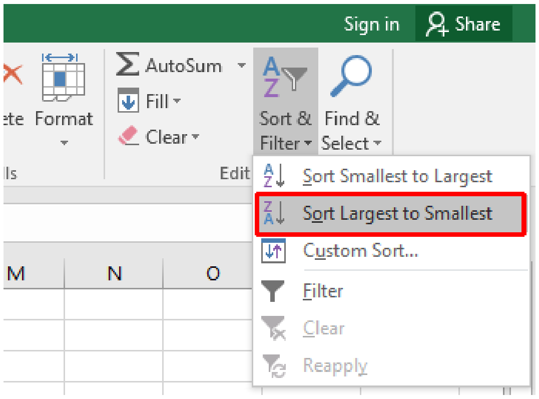

Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Edit
Sort Smallest to Largest
Sort Largest to Smallest
Custom Sort...
Filter
Clear
Reapply
M
N
O

The data will be displayed as illustrated.

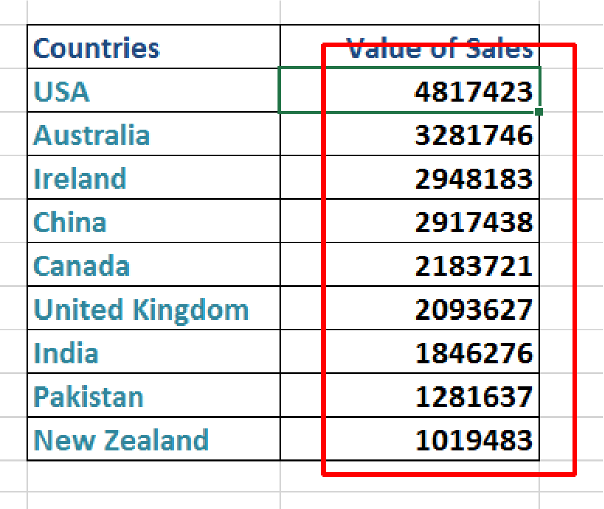


Countries	Value of Sales
New Zealand	1019483
Pakistan	1281637
India	1846276
United Kingdom	2093627
Canada	2183721
China	2917438
Ireland	2948183
Australia	3281746
USA	4817423

- Click on the **'Sort Largest to Smallest'** option.


Sign in
Share
ete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
ls
Edit
Sort Smallest to Largest
Sort Largest to Smallest
Custom Sort...
Filter
Clear
Reapply
M
N
O

The data will be displayed as illustrated.



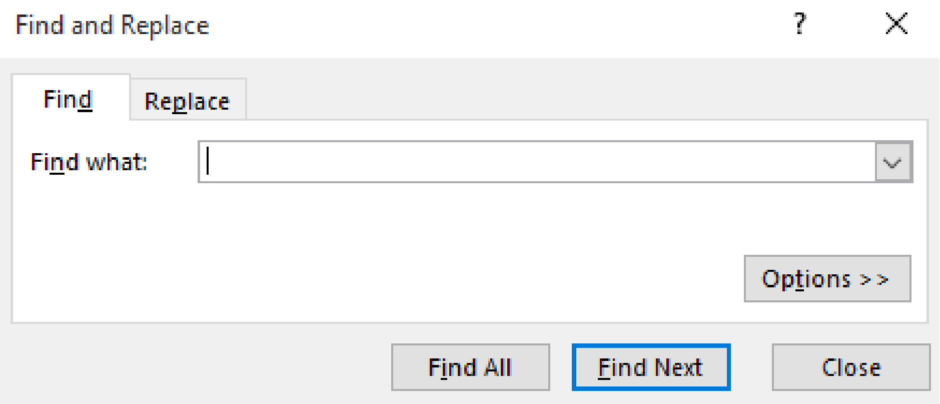
Countries	Value of Sales
USA	4817423
Australia	3281746
Ireland	2948183
China	2917438
Canada	2183721
United Kingdom	2093627
India	1846276
Pakistan	1281637
New Zealand	1019483

- Save your changes and close the workbook.

Searching and replacing data

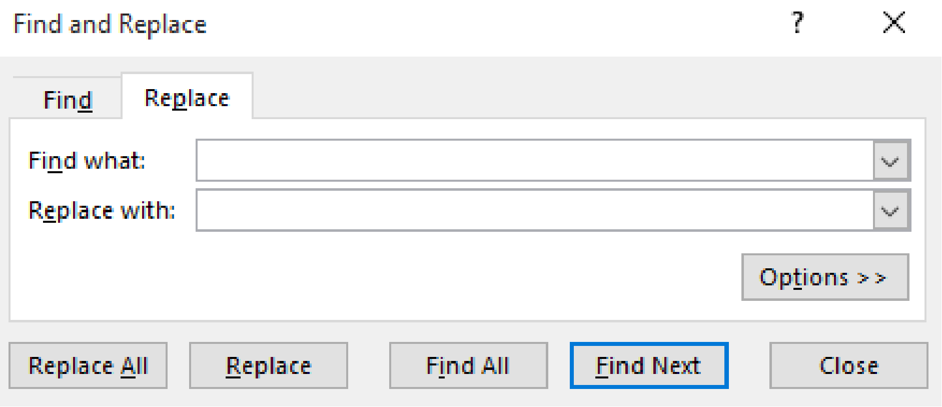
- Open a workbook called **Search and replace**.
- Press **Ctrl+F** to start the **Search** utility (or click on the **Home** tab, then click on the **Find & Select** icon, from the menu displayed select the **Find** command).

  This will display the **Find and Replace** dialog box, as illustrated.


Find and Replace
?
Find
Replace
Find what:
Options >>
Find All
Find Next
Close

- Within the **Find what** section of the dialog box, enter the word '**Blue**'. Click on the **Find Next** button and you will find the next occurrence of the word Blue. Keep pressing on this button to find all occurrences within the worksheet.
- Click on the **Replace** tab within the **Find and Replace** dialog box.

  TIP: Or use the keyboard shortcut **Ctrl+H**.


Find and Replace
?
Find
Replace
Find what:
Replace with:
Options >>
Replace All
Replace
Find All
Find Next
Close

- Within the **Find what** section type in the word '**Blue**'.
- Within the **Replace with** section type in the word '**Purple**'.

- Click on the **Find Next** button and once found click on the **Replace** button. Carry on replacing all occurrence of the word **Blue** with the word **Purple**.
- Close the **Find and Replace** dialog box.

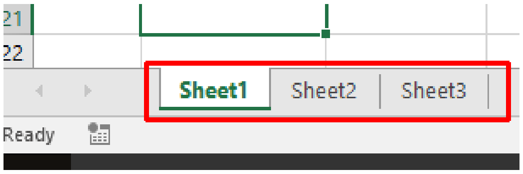
- Press **Ctrl+H** to display the **Find and Replace** dialog box, with the **Replace** tab already selected for you.
- Within the **Find what** section type in the word **'Red'**.
- Within the **Replace with** section type in the word **'Orange'**.
- Click on the **Replace All** button and all occurrences of the word **Red** will immediately be replaced by the word **Orange**.

- Save your changes and close the workbook.

Excel 2016 Worksheets

Switching between worksheets

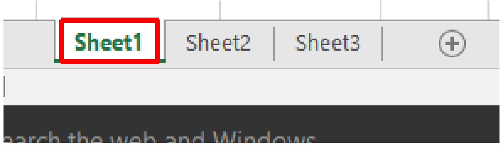
- Open a workbook called **Worksheets**.
- The worksheet tabs are displayed at the bottom-left of the Excel screen.


21
22
Sheet1
Sheet2
Sheet3
Ready

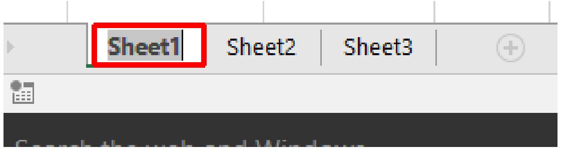
- To switch to another worksheet, click on the worksheet tabs.

Renaming a worksheet

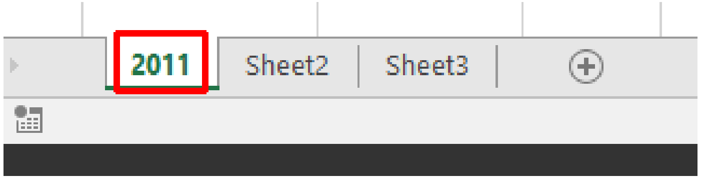
- Click on the **Sheet1** tab to display the first worksheet. Double click on the **Sheet1** tab.


Sheet1
Sheet2
Sheet3

- The worksheet tab will be highlighted and you will be able to type in a new name.

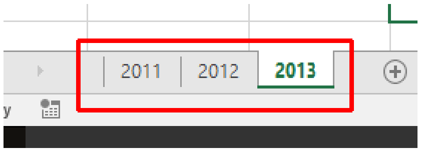

Sheet1
Sheet2
Sheet3

- In this case type in the name **2011** and then press the **Enter** key to confirm the change, as illustrated.


2011
Sheet2
Sheet3

- Double click on the **Sheet2** tab and rename it **2012**.

- Double click on the **Sheet3** tab and rename it **2013**. Your tabs will now look like this:

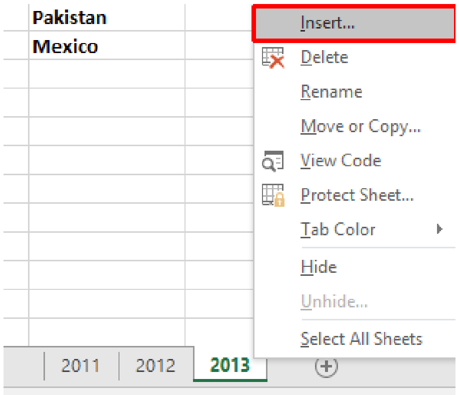

2011
2012
2013

Recommended techniques with naming worksheets

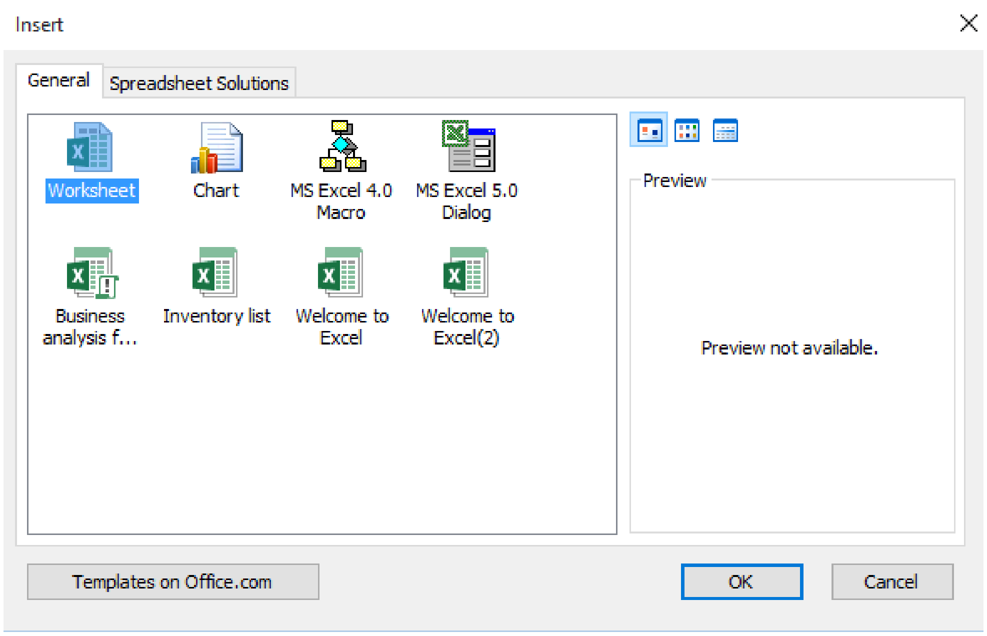
- By default, the worksheets are called **Sheet1**, **Sheet2** and **Sheet3**. You should use meaningful names for your worksheets, especially if you are using multiple worksheets within a workbook. This can make a complicated workbook much easier to understand.

Inserting a new worksheet

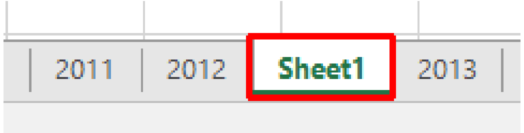
- Click on the **2013** worksheet tab to select it. Right click over the tab and from the popup menu displayed, click on the **Insert** command.


Pakistan
Mexico
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
2011
2012
2013

- The **Insert** dialog is displayed. Make sure that the **Worksheet** object is selected within the dialog box.

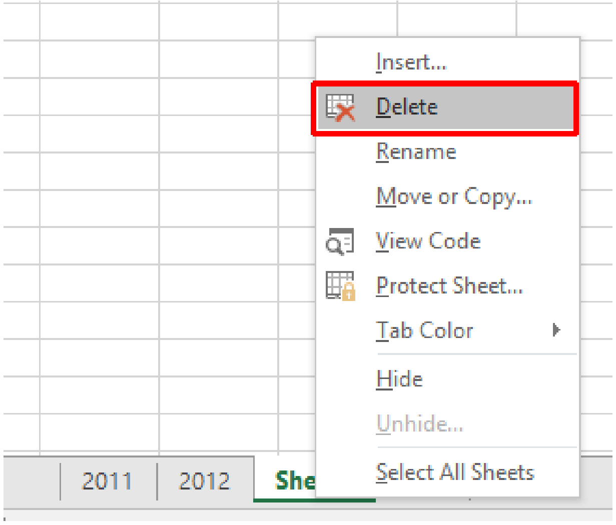

Insert
General
Spreadsheet Solutions
Worksheet
Chart
MS Excel 4.0 Macro
MS Excel 5.0 Dialog
Business analysis f...
Inventory list
Welcome to Excel
Welcome to Excel(2)
Preview
Preview not available.
Templates on Office.com
OK
Cancel

- Click on the **OK** button and a new worksheet will be inserted just before the selected worksheet, as illustrated.


2011
2012
Sheet1
2013

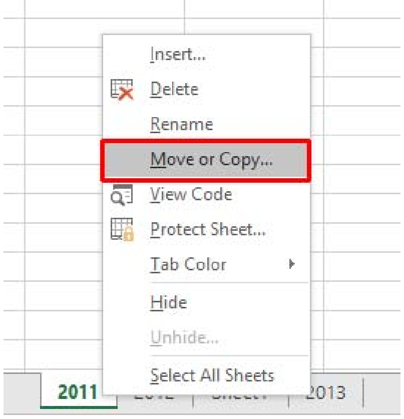
Deleting a worksheet

- Make sure that the new tab that you have just inserted is selected. Right click on the tab and from the popup menu displayed select the **Delete** command. The new worksheet will be deleted.

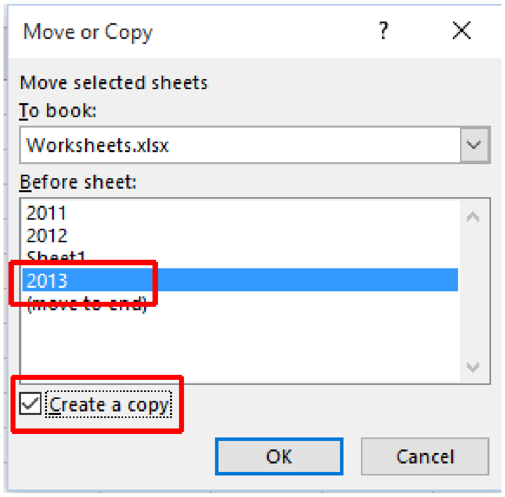

Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
2011
2012
She

Copying a worksheet within a workbook

- Select the **2011** tab. Right click on the tab and from the popup menu displayed select the **Move or Copy** command.


Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
2011
2013

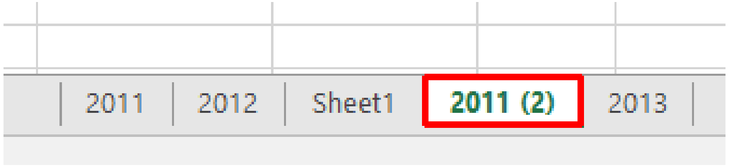
- The **Move or Copy** dialog box is displayed. As we want to copy rather than move, click on the **Create a copy** check box. In the **Before sheet** section of the dialog box, select which worksheet you wish to insert the copy in front of. In this case select **2013**.


Move or Copy

Move selected sheets
To book:
Worksheets.xlsx
Before sheet:
2011
2012
Sheet1
2013
(move to end)

☑ Create a copy

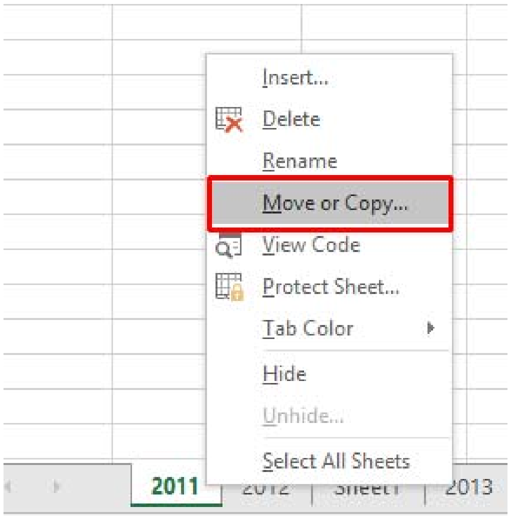
- When you click on the **OK** button a copy of the first worksheet will be inserted, as illustrated.


2011
2012
Sheet1
2011 (2)
2013

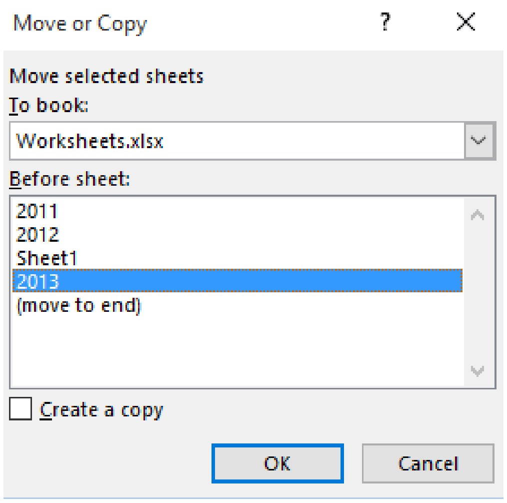
- Delete this copied worksheet before continuing.

Moving a worksheet within a workbook

- Select the **2011** tab. Right click on the tab and from the popup menu displayed select the **Move or Copy** command.


Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
2011
2012
Sheet1
2013

- The **Move or Copy** dialog box is displayed. In the **Before sheet** section of the dialog box, select which worksheet you wish to insert the moved worksheet in front of. In this case select **2013**.



Move or Copy

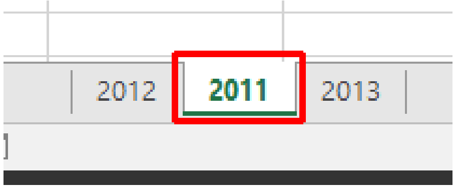
Move selected sheets

To book: Worksheets.xlsx

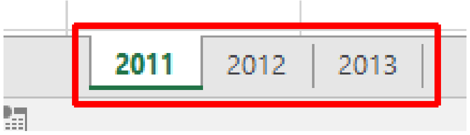
Before sheet:
2011
2012
Sheet1
2013
(move to end)

☐ Create a copy

- When you click on the **OK** button the worksheet will be moved, as illustrated below.


2012
2011
2013

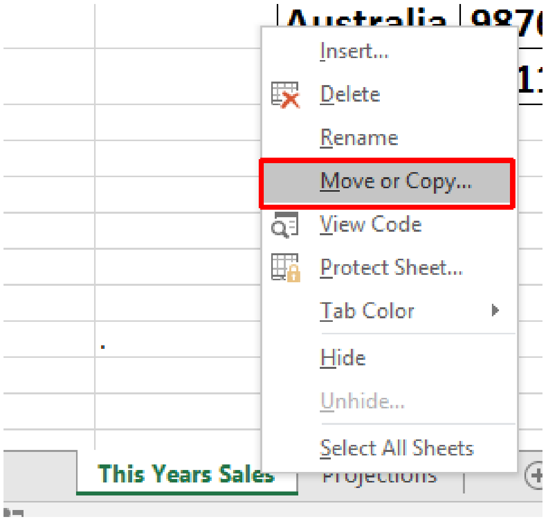
- Before continuing, rearrange the worksheets in the original order.


2011
2012
2013

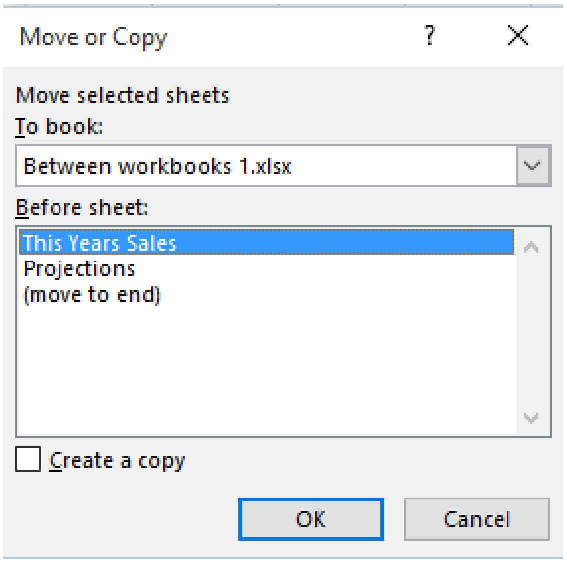
- Save your changes and close the workbook.

Copying or moving worksheets between workbooks

- Open a workbook called **Between workbooks 2**. Leave this workbook open.
- Open a workbook called **Between workbooks 1**.
- Within the workbook called **Between workbooks 1** click on the worksheet tab for **This Year's Sales**.
- Right click on the **This Year's Sales** tab and from the popup menu displayed select the **Move or Copy** command.


Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
This Years Sales
Projections

- The **Move or Copy** dialog box is displayed.

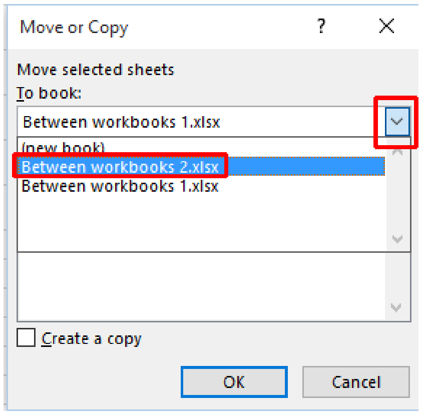

Move or Copy
?
Move selected sheets
OK
Cancel

To book: Between workbooks 1.xlsx

Before sheet:
This Years Sales
Projections
(move to end)

☐ Create a copy

- Click on the **down arrow** in the **To book** section of the dialog box. From the drop down list, select the workbook called **Between workbooks 2**, as illustrated below.

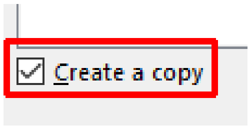

Move or Copy
?
Move selected sheets
OK
Cancel

To book: Between workbooks 1.xlsx
(new book)
Between workbooks 2.xlsx
Between workbooks 1.xlsx

☐ Create a copy

- Use the **Before sheet** section of the dialog box to determine where in the second workbook the worksheet will be copied to.

- Click on the **Create a copy** check box.

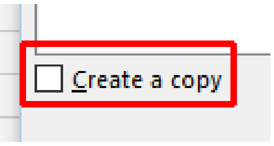


☑ Create a copy

- Click on the **OK** button.

- Switch to the second workbook and you should see a copy of the worksheet inserted into the workbook.

TIP: Experiment with moving a worksheet between workbooks using the same method, but this time do not click on the **Create a copy** check box.

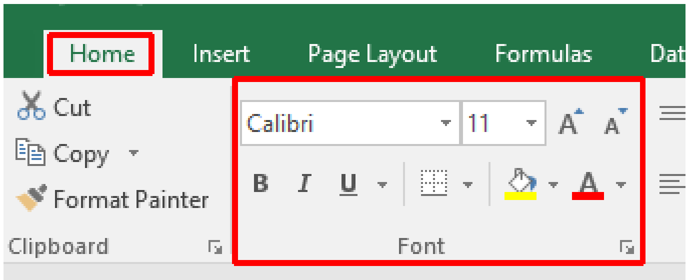


- When you have finished experimenting save the changes in both your workbooks and close all open files.

Font formatting within Excel 2016

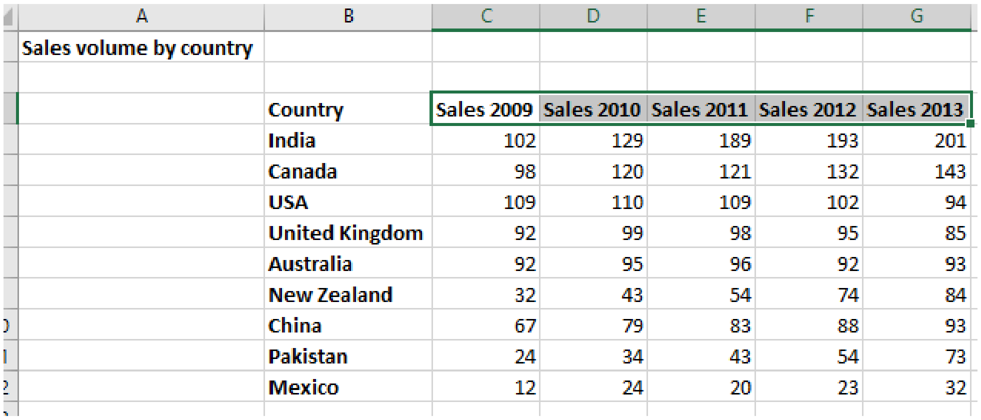
Font formatting options

- The font formatting options are located on the **Home** tab within the **Font** group.


Home
Insert
Page Layout
Formulas
Dat
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font

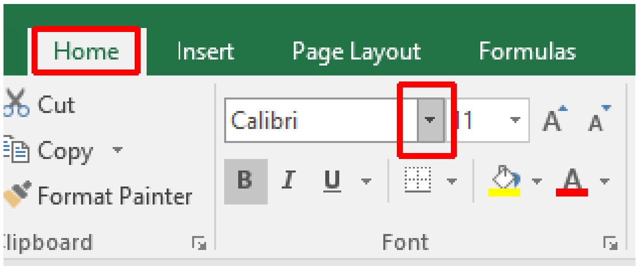
Font type

- Open a workbook called **Font formatting**. Select the range **C3:G3**.

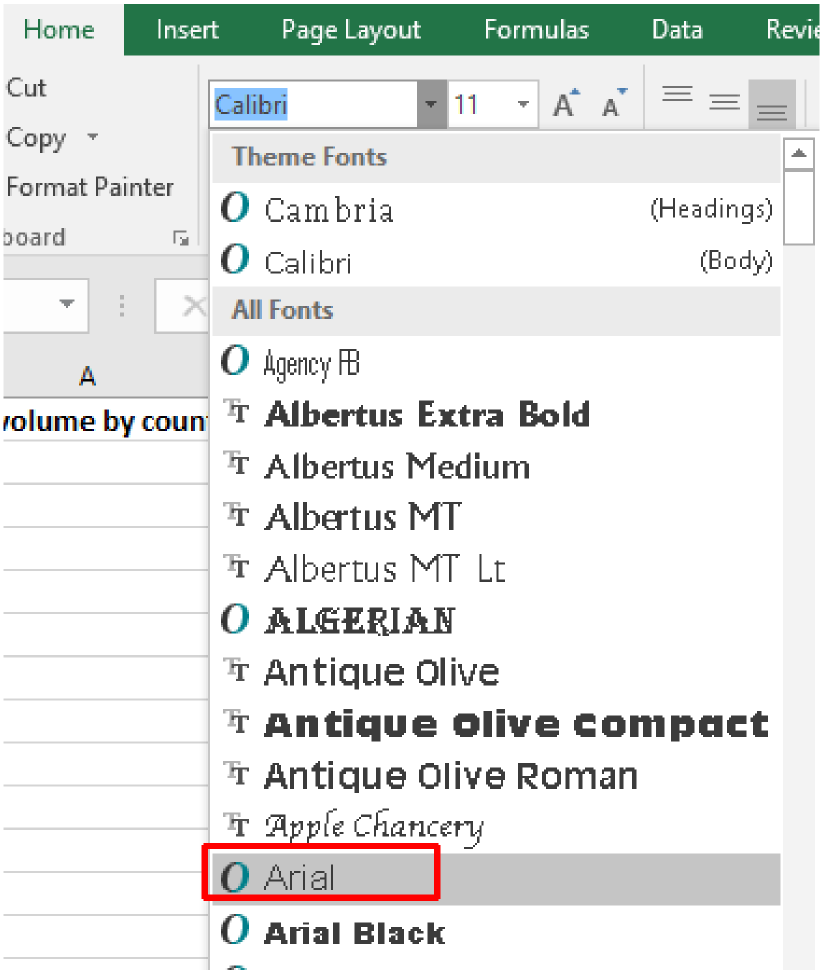


A	B	C	D	E	F	G
Sales volume by country						
	Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
	India	102	129	189	193	201
	Canada	98	120	121	132	143
	USA	109	110	109	102	94
	United Kingdom	92	99	98	95	85
	Australia	92	95	96	92	93
	New Zealand	32	43	54	74	84
	China	67	79	83	88	93
	Pakistan	24	34	43	54	73
	Mexico	12	24	20	23	32

- Under the **Home** tab, click on the **down arrow** next to the **Font** section.


Home
Insert
Page Layout
Formulas
Cut
Copy
Format Painter
lipboard
Calibri
11
B
I
U
Font

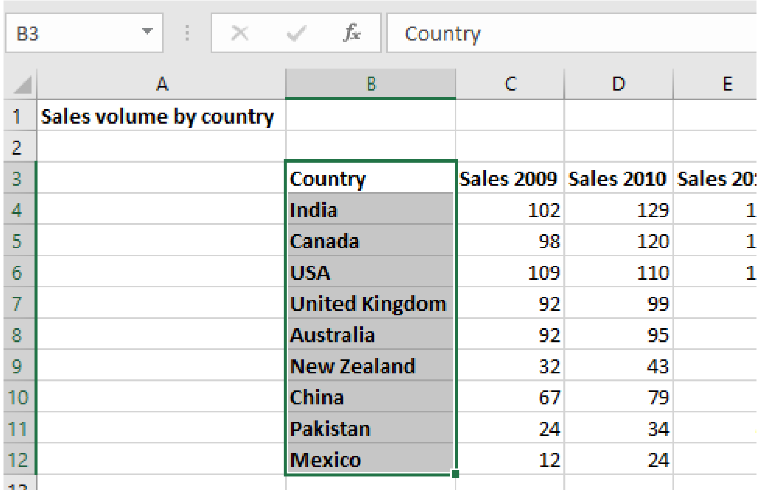
- From the drop down list displayed, select a different font type, such as **Arial**.


Home
Insert
Page Layout
Formulas
Data
Revie
Cut
Copy
Format Painter
board
Calibri
11
A
volume by coun
Theme Fonts
Cambria (Headings)
Calibri (Body)
All Fonts
Agency FB
Albertus Extra Bold
Albertus Medium
Albertus MT
Albertus MT Lt
ALGERIAN
Antique Olive
Antique Olive Compact
Antique Olive Roman
Apple Chancery
Arial
Arial Black

- Experiment with applying different fonts to your data.

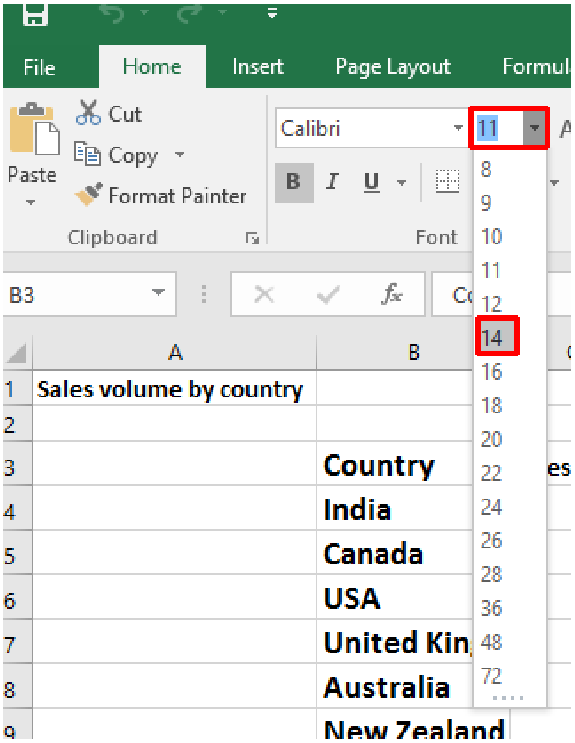
Font size

- Select the range **B3:B12**.



	A	B	C	D	E
1	Sales volume by country				
2					
3		Country	Sales 2009	Sales 2010	Sales 20
4		India	102	129	1
5		Canada	98	120	1
6		USA	109	110	1
7		United Kingdom	92	99	
8		Australia	92	95	
9		New Zealand	32	43	
10		China	67	79	
11		Pakistan	24	34	
12		Mexico	12	24	

- Click on the **down arrow** within the **Font Size** section and select a different font size.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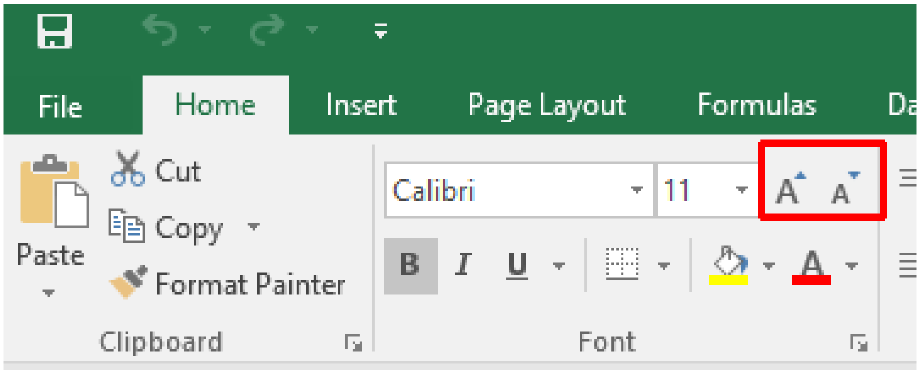
36
48
72
B3
A
B
1 Sales volume by country
2
3 Country
4 India
5 Canada
6 USA
7 United Kin
8 Australia
9 New Zealand

TIP: You can also select a range and use the **Increase Font Size** and **Decrease Font Size** icons.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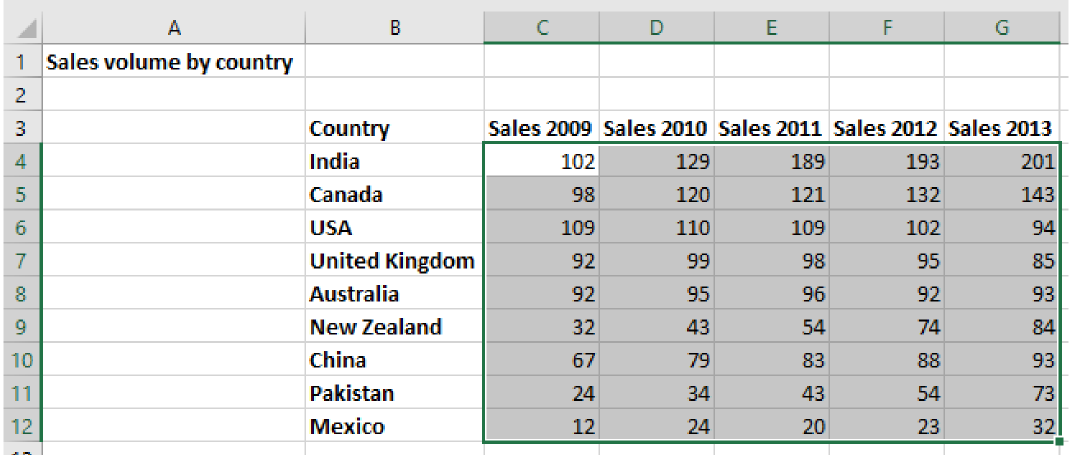
NOTE: If you applied a larger font size, you may have to widen the column widths.

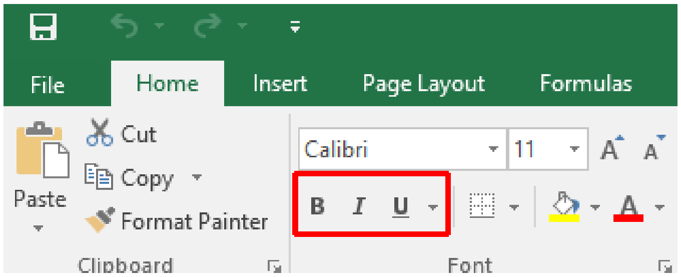
Bold, italic, underline formatting

- Select the range **C4:G12**.



	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Experiment with applying **bold**, **italic** and **underline** formatting using the icons illustrated below.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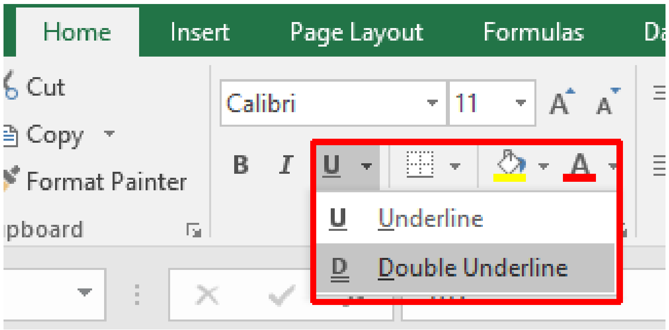
TIP: You can easily apply double underline formatting. To do this click on the **down arrow** next to the **Underline** icon. Select the **Double Underline** command.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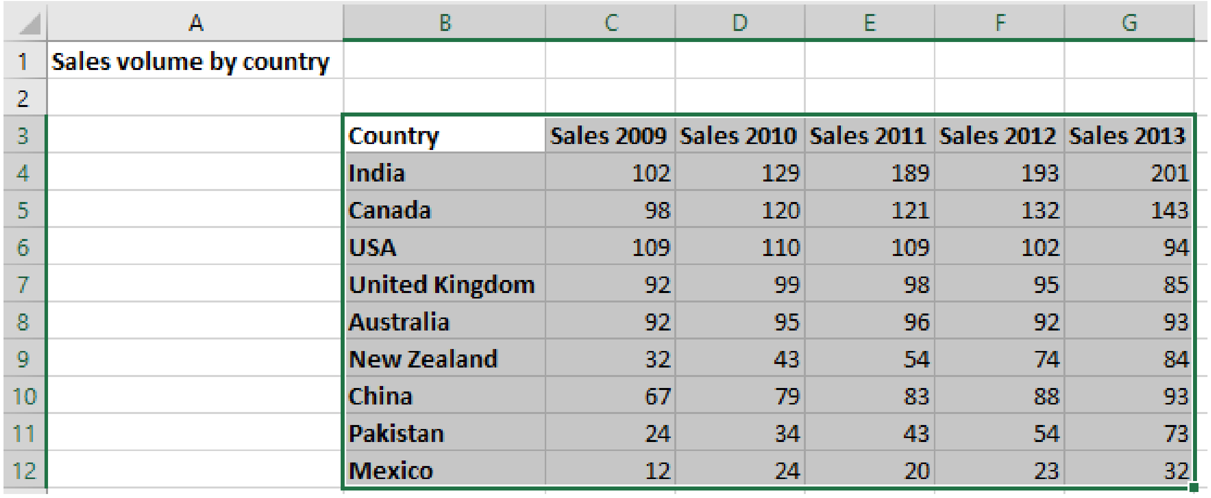
Underline
Double Underline

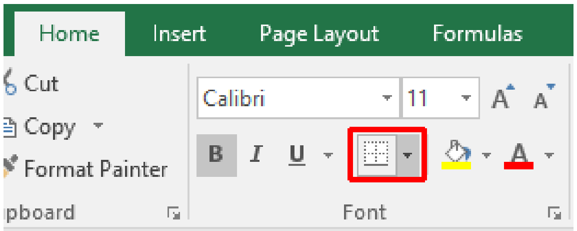
Cell border formatting

- Select the range **B3:G12**.



	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Click on the **down arrow** next to the **Border** icon.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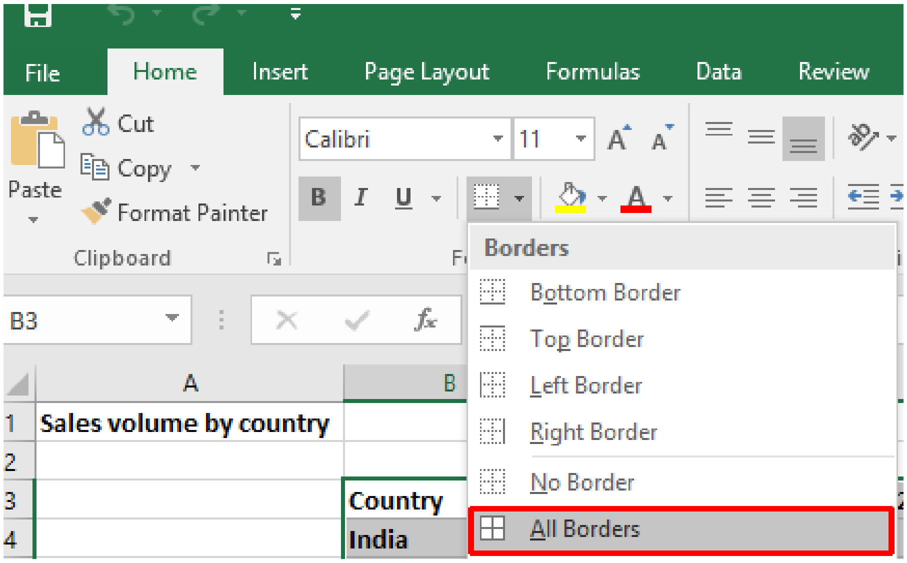
- A drop down list is displayed from which you can select the required border. Select **All Borders**.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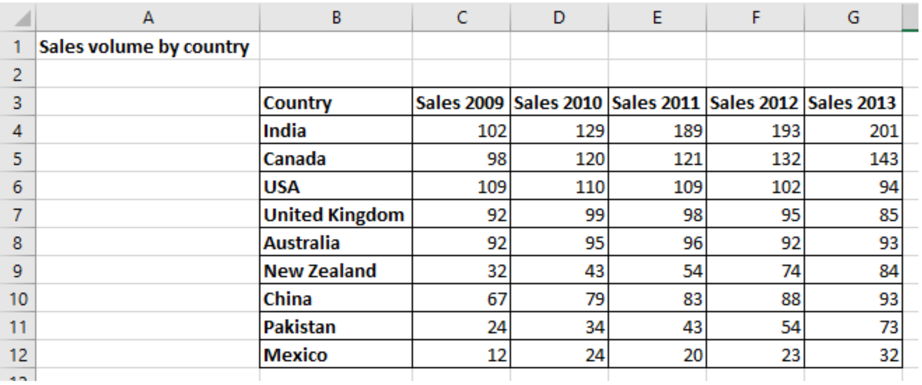
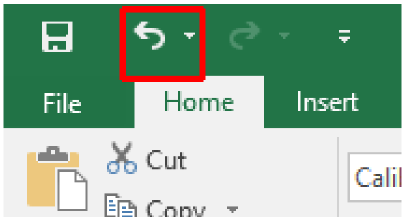
Borders
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
B3
A
B
1 Sales volume by country
2
3 Country
4 India

- Your data will now look like this.



	A	B	C	D	E	F	G
1	Sales volume by country						
2							
3		Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32

- Click on the **Undo** icon (top-left of your screen) to undo this formatting.


File
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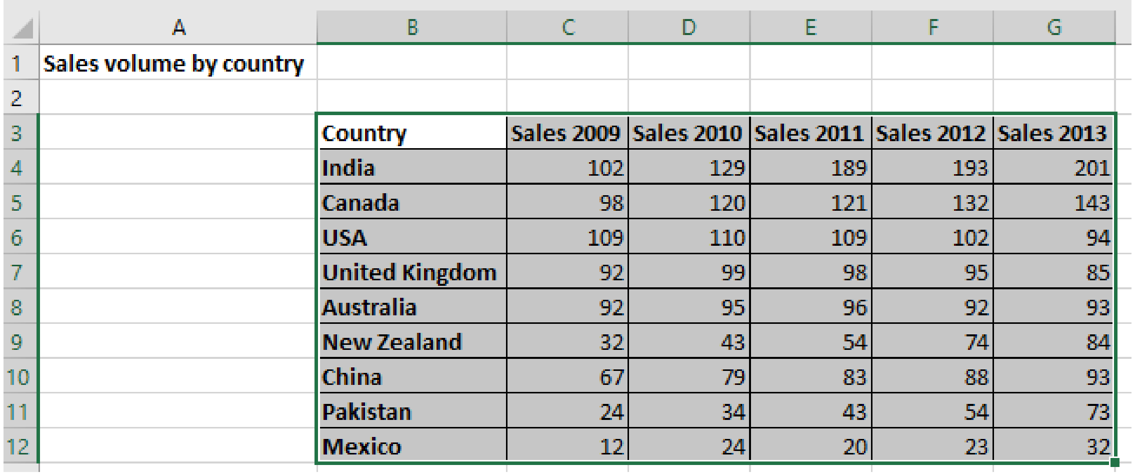
- Spend a little time experimenting with applying different types of borders. Remember that you can use the **Undo** icon to undo any formatting that you apply.

  TIP: Experiment with applying border formatting effects, such a thick or double edged border effects.

Formatting the background color

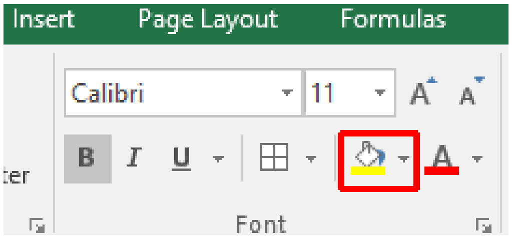
- Select the range **B3:G3**.



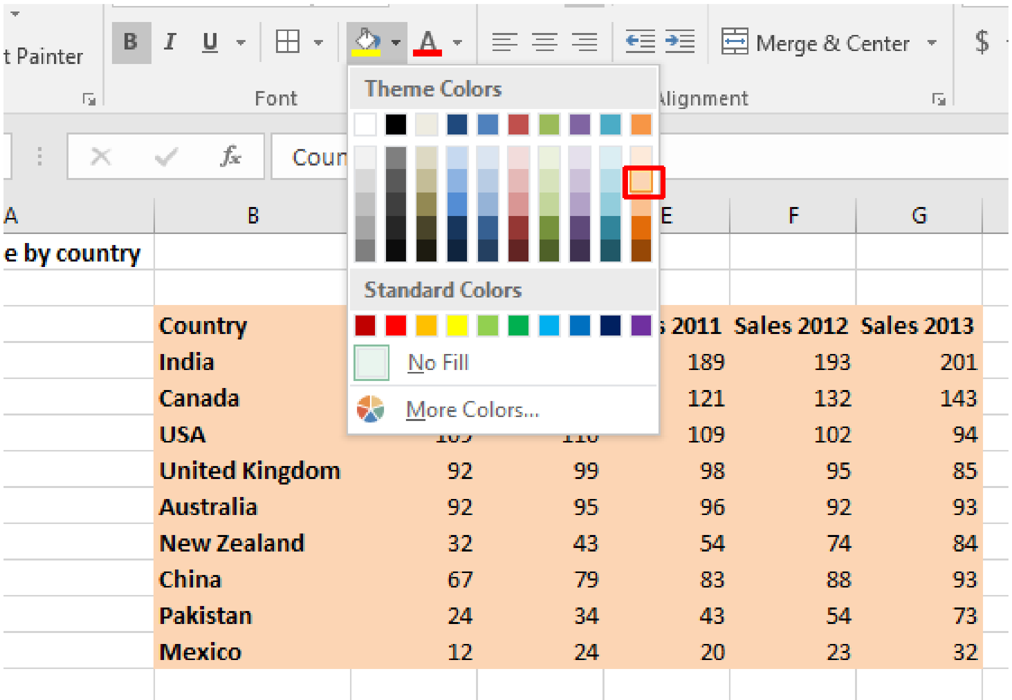
Sales volume by country

Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

- Click on the down arrow next to the **Fill Color** icon.



- Move the mouse over a color and you will see the color formatting previewed within your data. Click on a color to apply it.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Standard Colors
No Fill
More Colors...
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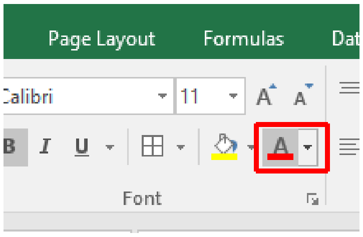
e by country

Country			2011	Sales 2012	Sales 2013
India			189	193	201
Canada			121	132	143
USA			109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

TIP: Be careful when applying background fill colors as it may make any text within the range difficult to see. Avoid using similar text colors and background fill colors.

Formatting the font color

- Select the range **B3:B12**.
- Click on the **down arrow** next to the **Font Color** icon.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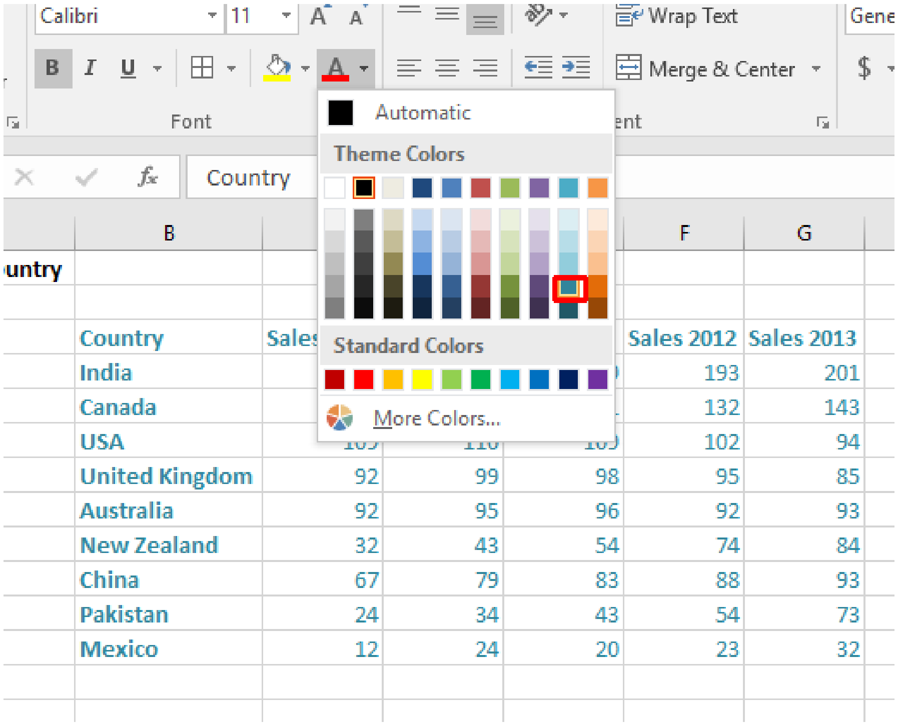
- This will display a drop down from which you can select the required color. Experiment with applying different font colors.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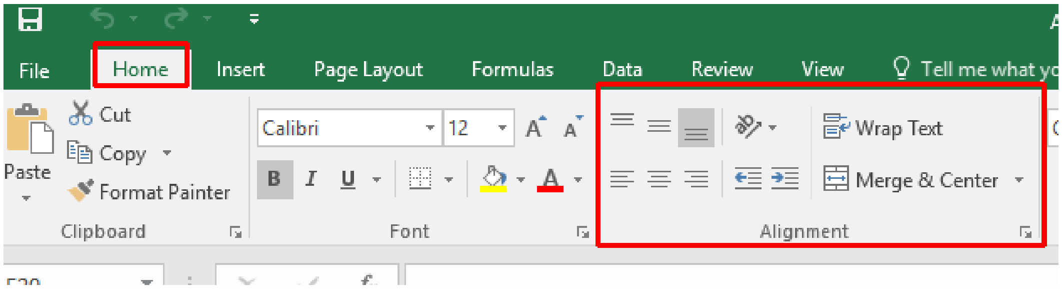
Country	Sales			Sales 2012	Sales 2013
India				193	201
Canada				132	143
USA				102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

- Save your changes and close the workbook.

Alignment formatting within Excel 2016

Alignment options

- The alignment options are contained within the **Alignment** group on the **Home** tab.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Tell me what yo
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Format Painter
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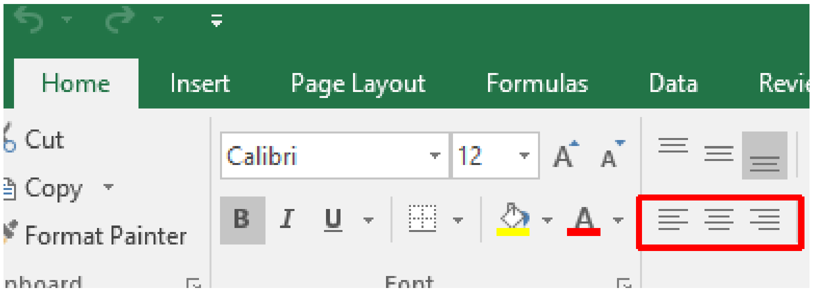
Font
Wrap Text
Merge & Center
Alignment

Horizontally aligning contents in a cell range

- Open a workbook called **Alignment**.
- Select the range **C3:G12**.
- Click on the **Center** icon to center the cell contents in this range. Try applying **left** and then **right** alignment formatting. Use the alignment icons illustrated below.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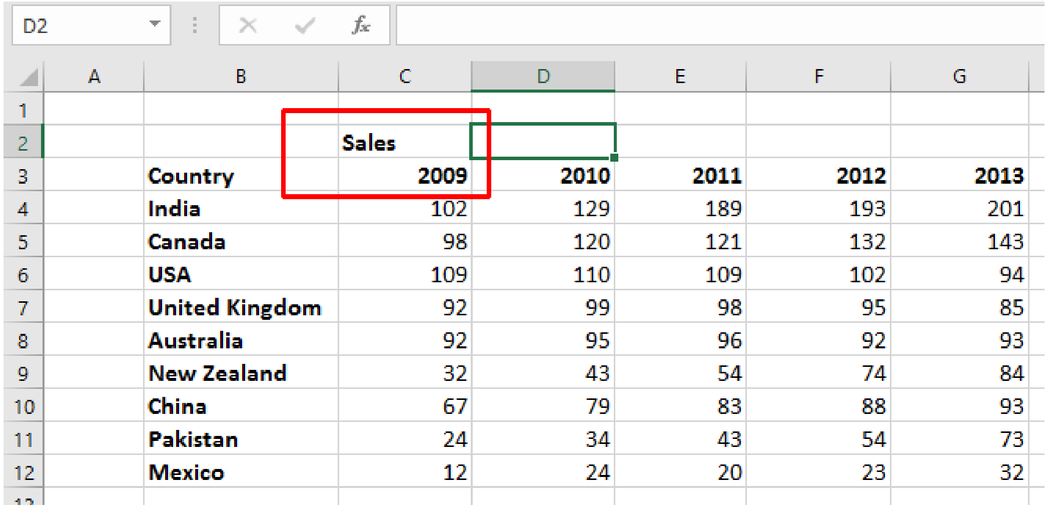
Font

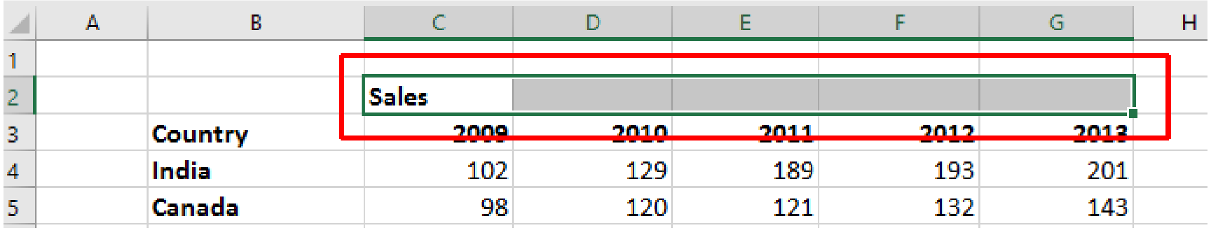
Centering a title over a cell range

- Click on cell **C2** and type in the word '**Sales**'.



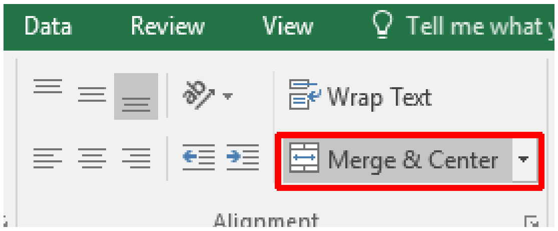
	Sales				
Country	**2009**	**2010**	**2011**	**2012**	**2013**
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

- We want to center this within the range **C2:G2**. To do this, select the range **C2:G2**.

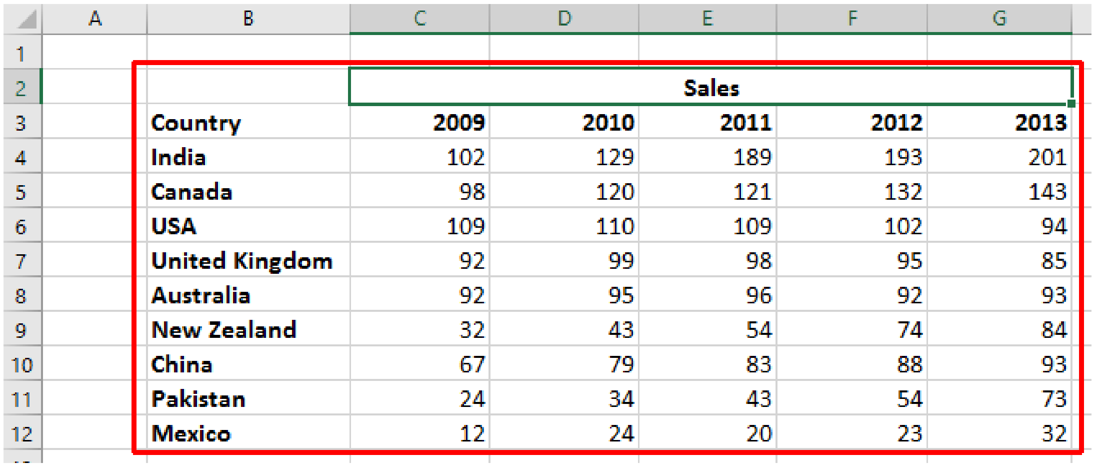


	Sales				
Country	**2009**	**2010**	**2011**	**2012**	**2013**
India	102	129	189	193	201
Canada	98	120	121	132	143

- Click on the **Merge and Center** icon.


Data
Review
View
Tell me what y
Wrap Text
Merge & Center
Alignment

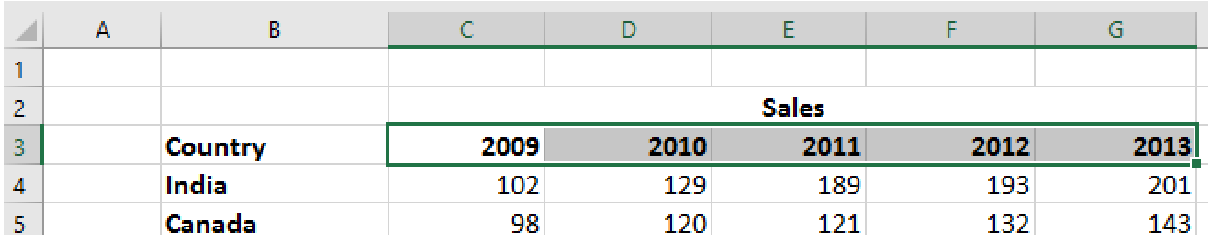
- Your screen will now look like this.



	A	B	C	D	E	F	G
1							
2			**Sales**				
3		**Country**	**2009**	**2010**	**2011**	**2012**	**2013**
4		**India**	102	129	189	193	201
5		**Canada**	98	120	121	132	143
6		**USA**	109	110	109	102	94
7		**United Kingdom**	92	99	98	95	85
8		**Australia**	92	95	96	92	93
9		**New Zealand**	32	43	54	74	84
10		**China**	67	79	83	88	93
11		**Pakistan**	24	34	43	54	73
12		**Mexico**	12	24	20	23	32

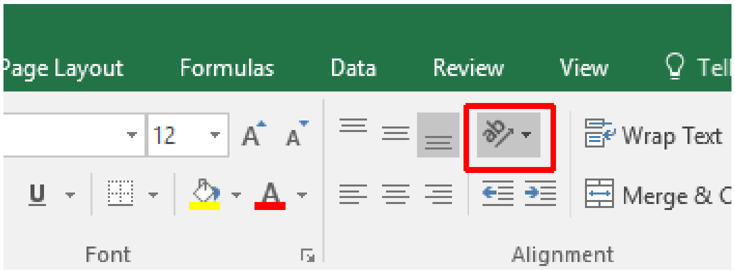
Cell orientation

- Select the range **C3:G3**.



	A	B	C	D	E	F	G
1							
2					**Sales**		
3		**Country**	**2009**	**2010**	**2011**	**2012**	**2013**
4		**India**	102	129	189	193	201
5		**Canada**	98	120	121	132	143

- Click on the **Orientation** icon.


Page Layout
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Review
View
Tell
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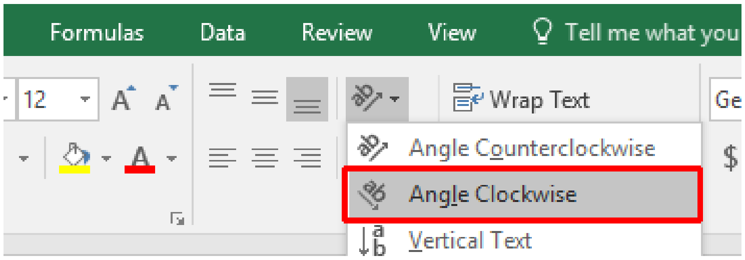
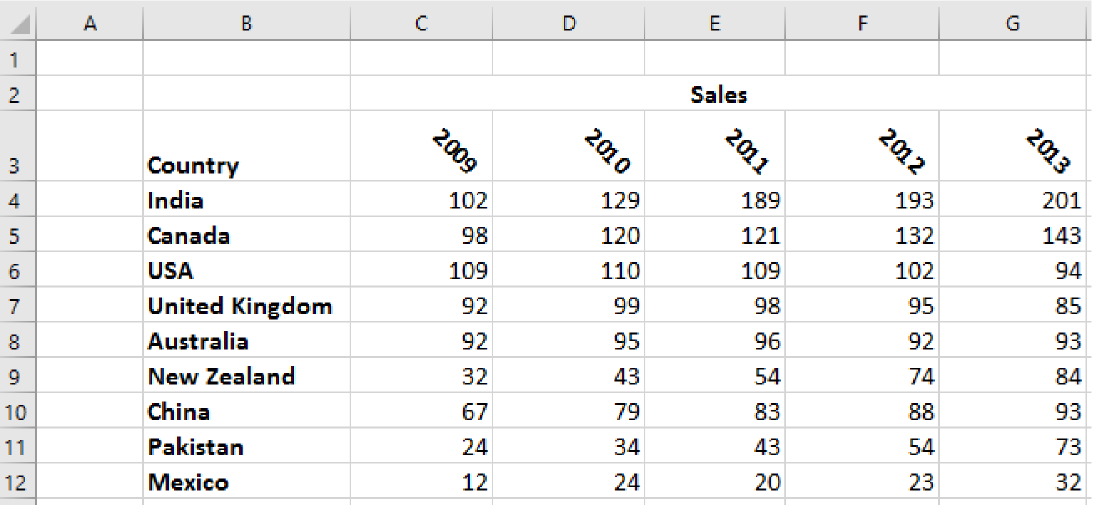
Wrap Text
Merge & C
Font
Alignment

- You will see a drop down menu allowing you to format the cell orientation.


Formulas
Data
Review
View
Tell me what you
12
Wrap Text
Angle Counterclockwise
Angle Clockwise
Vertical Text

- Select the **Angle Clockwise** command. Your data will now look like this.



	A	B	C	D	E	F	G
1							
2					Sales		
3		**Country**	**2009**	**2010**	**2011**	**2012**	**2013**
4		**India**	102	129	189	193	201
5		**Canada**	98	120	121	132	143
6		**USA**	109	110	109	102	94
7		**United Kingdom**	92	99	98	95	85
8		**Australia**	92	95	96	92	93
9		**New Zealand**	32	43	54	74	84
10		**China**	67	79	83	88	93
11		**Pakistan**	24	34	43	54	73
12		**Mexico**	12	24	20	23	32

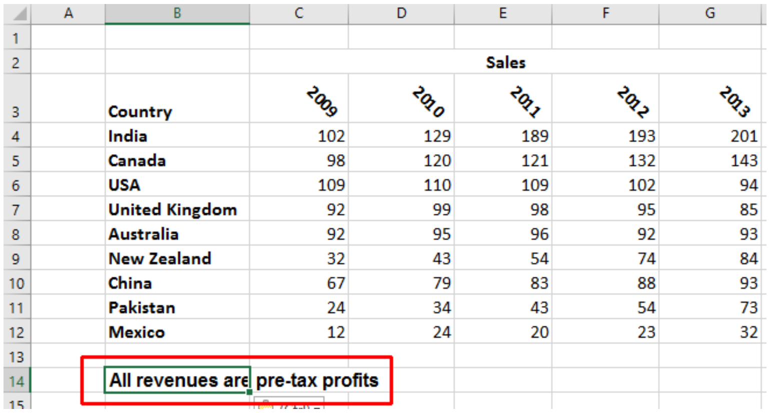
- Experiment with applying some of the other orientation effects.

Text wrapping within a cell

- Click on cell **B14**. Type the following text into cell **B14**.

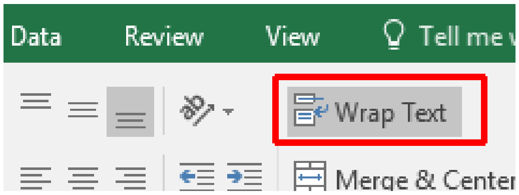
All revenues are pre-tax profits.

- When you press the **Enter** key you will see that the text does not 'fit' into the cell.

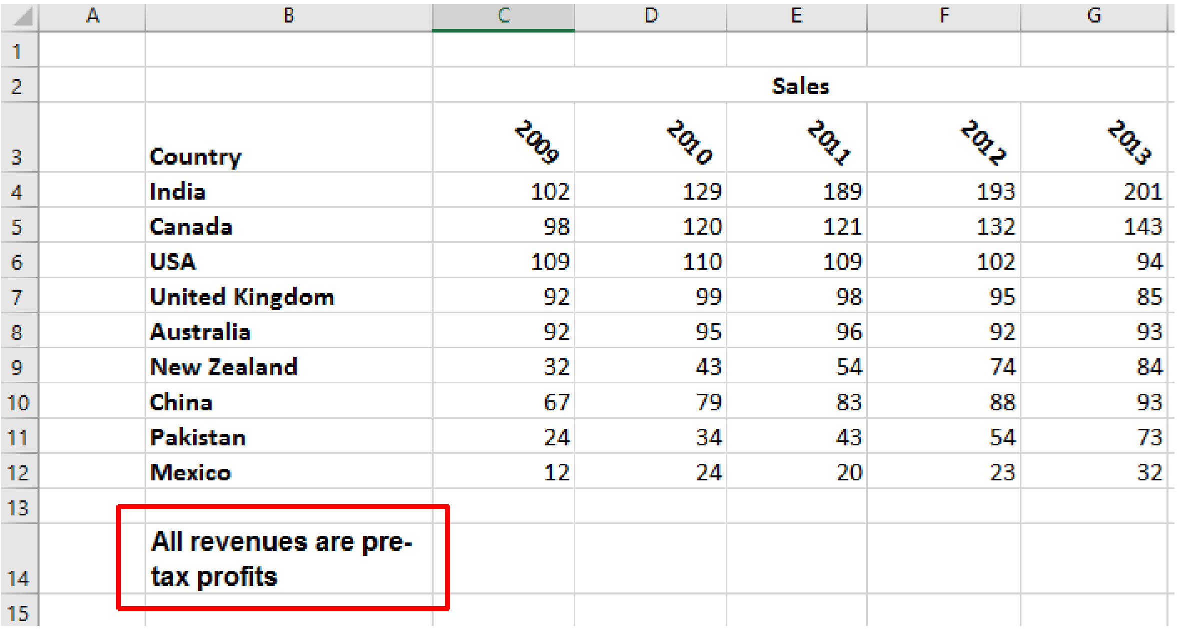


	A	B	C	D	E	F	G
1							
2			Sales				
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32
13							
14		All revenues are pre-tax profits					

- Select cell **B14** and click on the **Wrap Text** button.



- The cell will now look like this.

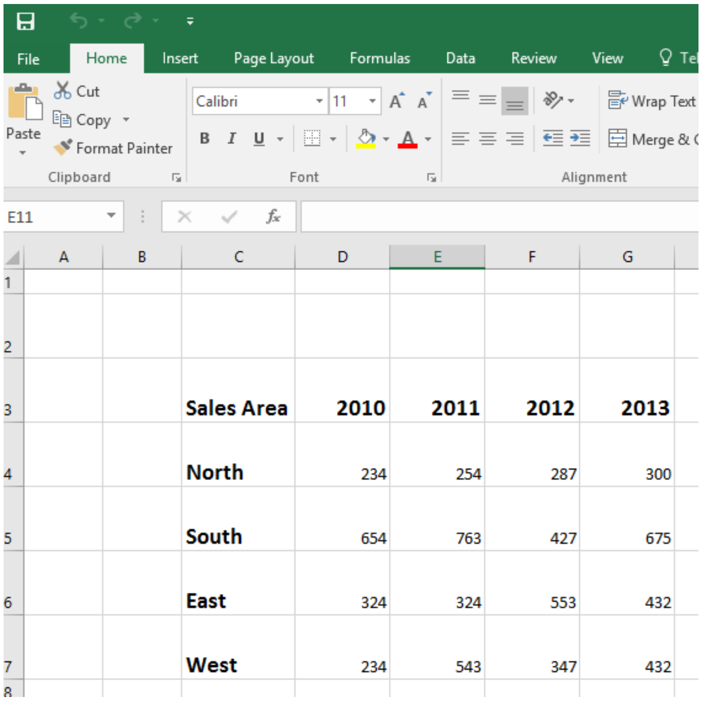


	A	B	C	D	E	F	G
1							
2			Sales				
3		Country	2009	2010	2011	2012	2013
4		India	102	129	189	193	201
5		Canada	98	120	121	132	143
6		USA	109	110	109	102	94
7		United Kingdom	92	99	98	95	85
8		Australia	92	95	96	92	93
9		New Zealand	32	43	54	74	84
10		China	67	79	83	88	93
11		Pakistan	24	34	43	54	73
12		Mexico	12	24	20	23	32
13							
14		All revenues are pre-tax profits					
15							

- Save your changes and close the workbook.

Aligning cell contents vertically

- Open a workbook called **Vertical alignment**. As you can see the cell contents are aligned to the bottom of the cell.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Alignment
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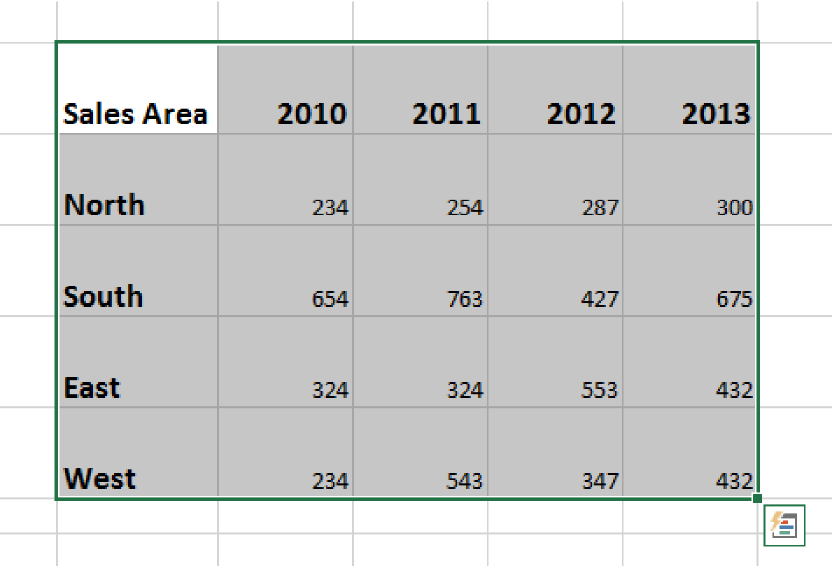
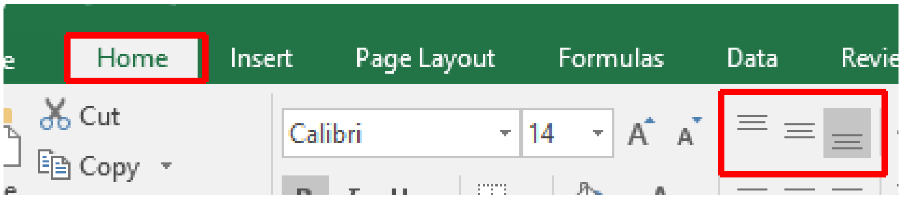
Sales Area	2010	2011	2012	2013
North	234	254	287	300
South	654	763	427	675
East	324	324	553	432
West	234	543	347	432

- Select the data area as illustrated.



Sales Area	2010	2011	2012	2013
North	234	254	287	300
South	654	763	427	675
East	324	324	553	432
West	234	543	347	432

- Click on the **Home** tab and from within the **Alignment** group select the required vertical alignment option.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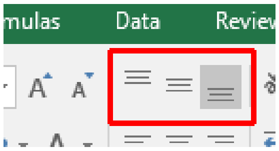
Copy
Calibri
14

- Experiment with applying each of the three vertical alignment options.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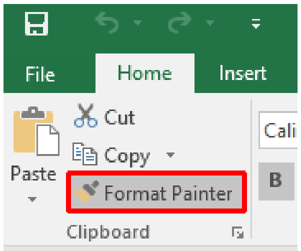
Review

Top Alignment
Middle Alignment
Bottom Alignment

- After you have finished experimenting, set the alignment to **Middle Alignment**.
- Save your changes and close the workbook.

Format Painter

- Open a workbook called **Format painter**.
- Click within the upper table.
- Click on the **Format Painter** icon. This icon is contained within the **Clipboard** group under the **Home** tab.


File
Home
Insert
Cut
Copy
Paste
Format Painter
Clipboard
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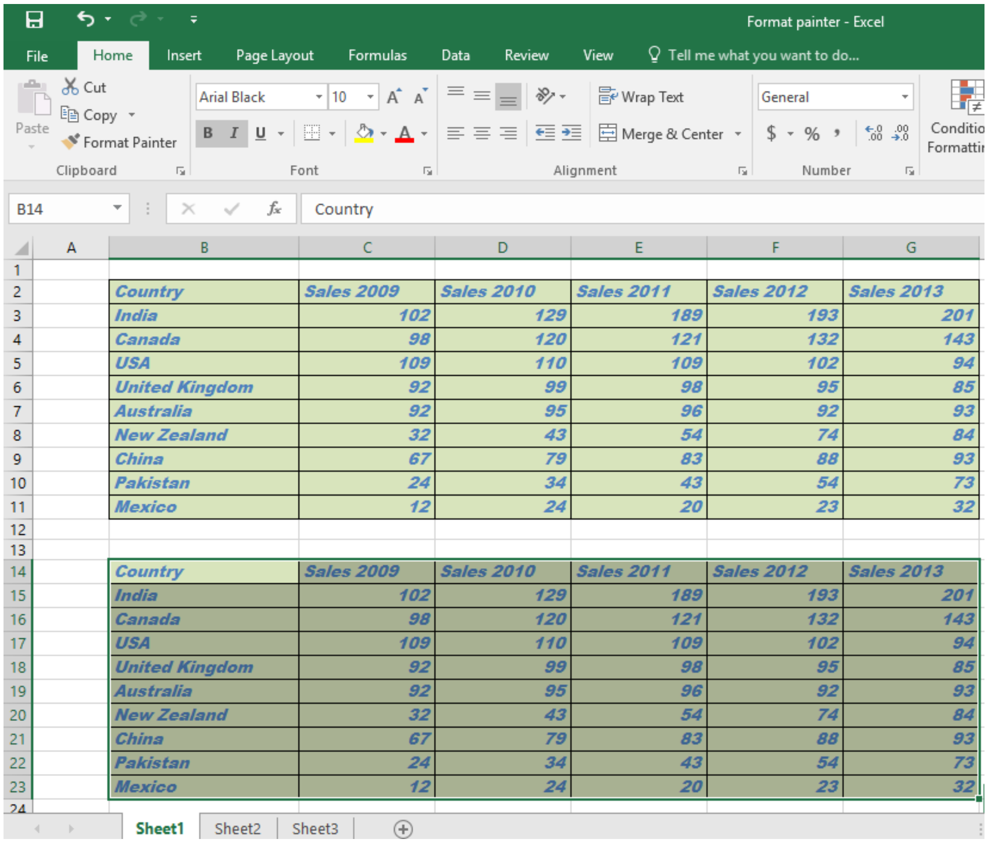
- Once you click on the **Format Painter** icon, you will notice that the shape of the mouse pointer changes to the shape of a paintbrush. You can now apply the formatting within the cell that you clicked on, to another range within the worksheet.
- Click on cell **B14**, and while keeping the mouse button pressed, move the mouse pointer to cell **G23**. Release the mouse button and the formatting will be copied to the second range within your worksheet, as illustrated.


Format painter - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Cut
Copy
Paste
Format Painter
Clipboard
Arial Black
10
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
B14
Country
Sheet1
Sheet2
Sheet3

Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

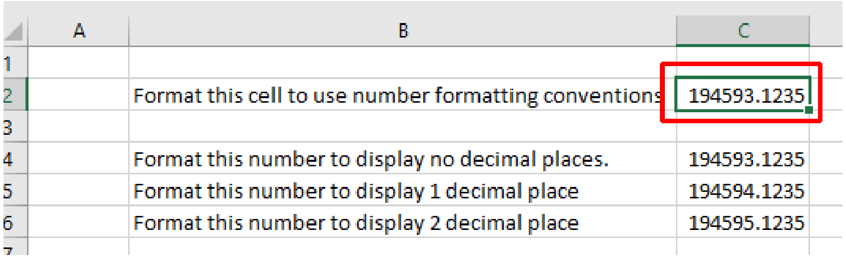
Country	Sales 2009	Sales 2010	Sales 2011	Sales 2012	Sales 2013
India	102	129	189	193	201
Canada	98	120	121	132	143
USA	109	110	109	102	94
United Kingdom	92	99	98	95	85
Australia	92	95	96	92	93
New Zealand	32	43	54	74	84
China	67	79	83	88	93
Pakistan	24	34	43	54	73
Mexico	12	24	20	23	32

- Save your changes and close the workbook.

Number formatting within Excel 2016

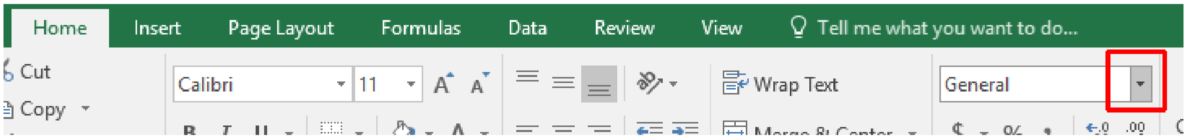
Number formatting

- Open a workbook called **Number formatting**. Click on cell **C2**.

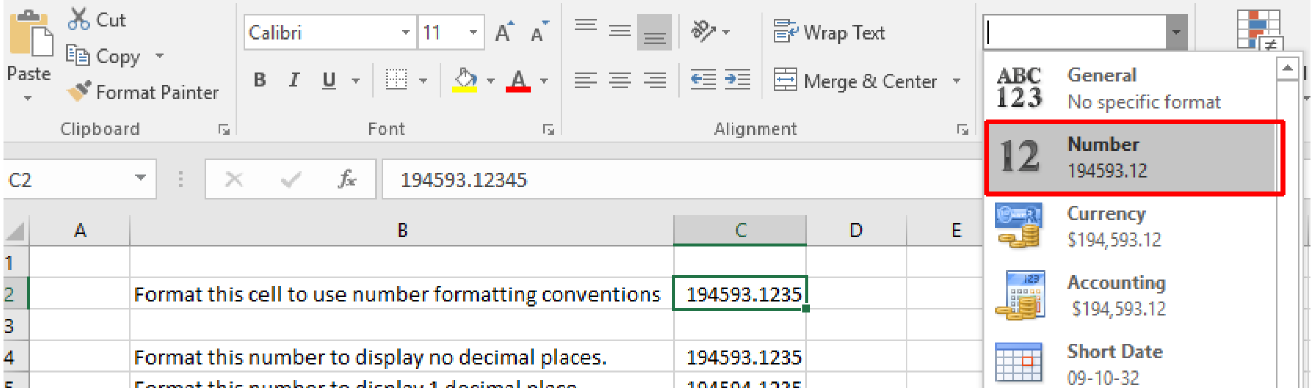


	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593.1235
5		Format this number to display 1 decimal place	194594.1235
6		Format this number to display 2 decimal place	194595.1235

- Click on the **down arrow** next to the **Number Format** control.


Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Cut
Copy
Calibri
11
Wrap Text
General

- You will see a drop down menu from which you can select the format. In this case select **Number**.


Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
No specific format
Number
194593.12
Currency
$194,593.12
Accounting
$194,593.12
Short Date
09-10-32

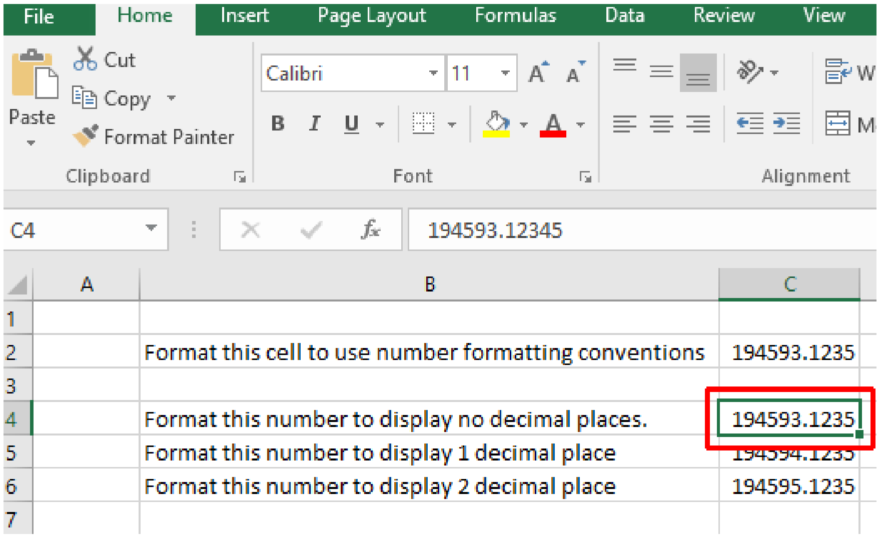
C2 194593.12345

	A	B	C	D	E
1					
2		Format this cell to use number formatting conventions	194593.1235		
3					
4		Format this number to display no decimal places.	194593.1235		

- This tells Excel that the data contained within this cell should always now be treated as a number, rather than say text or a date.

Decimal point display

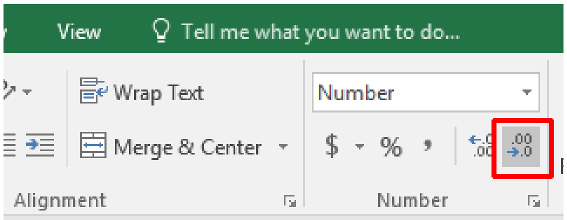
- Click on cell **C4.**


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
11
B
I
U
Font
Alignment
W
M

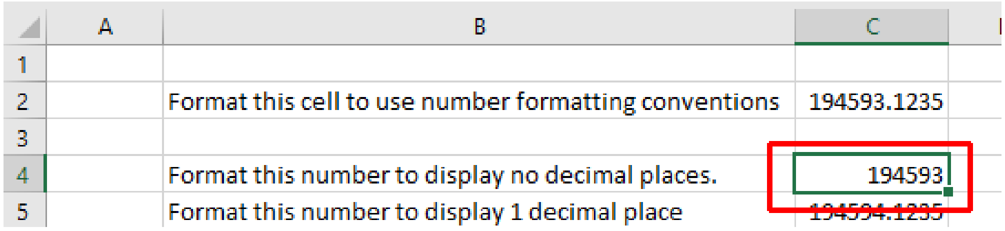
C4 | 194593.12345

	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593.1235
5		Format this number to display 1 decimal place	194594.1235
6		Format this number to display 2 decimal place	194595.1235
7			

- Click on the **Decrease Decimal** icon a few times, so that no decimal places are displayed.

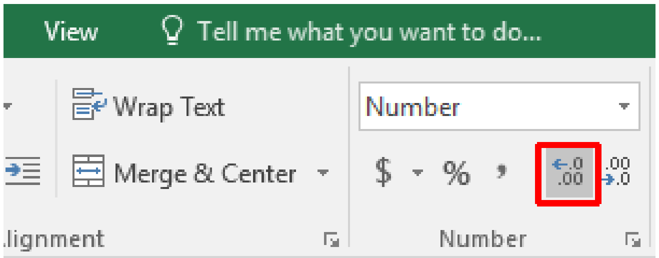

View
Tell me what you want to do...
Wrap Text
Merge & Center
Alignment
Number
$
%
,
.00 →.0
Number

- The cell contents should now look like this.

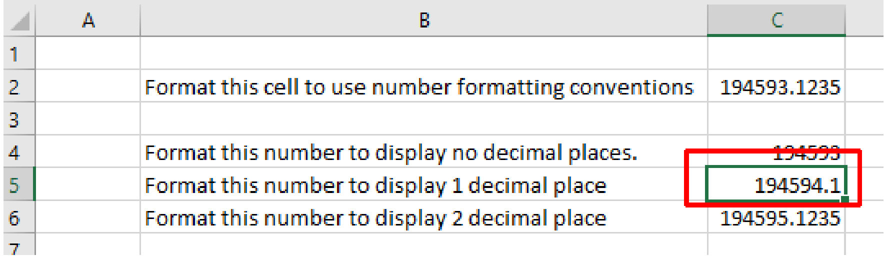


	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1235

- Set the contents of cell **C5** to display **1** decimal point, by clicking once on the **Increase Decimal** button.


View
Tell me what you want to do...
Wrap Text
Merge & Center
lignment
Number
$
%
,
←.0 .00
.00 →.0
Number

- The contents of the cell will now look like this,

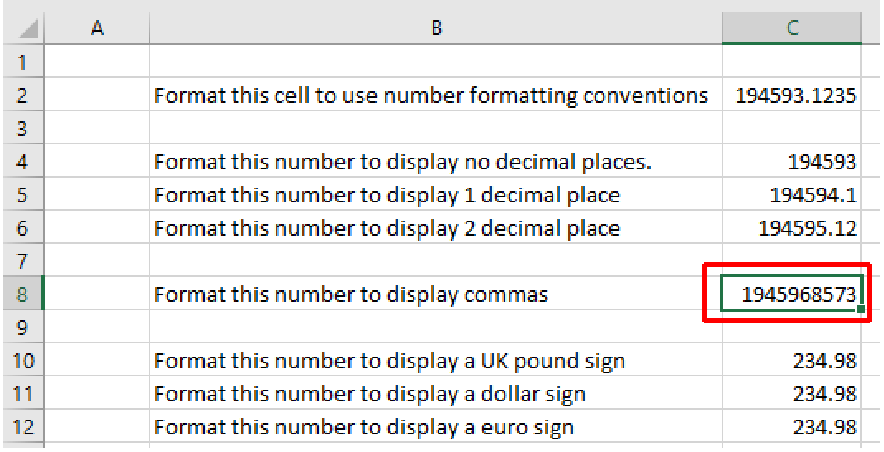


	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.1235
7			

- Set the contents of cell **C6** to display **2** decimal points.

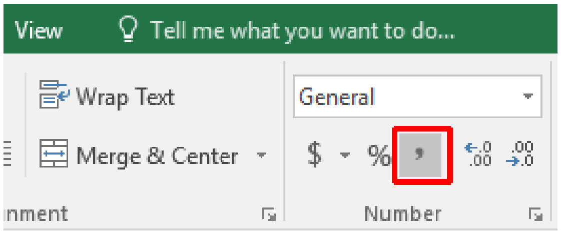
Applying and removing comma style formatting (to indicate thousands)

- Click on cell **C8**.

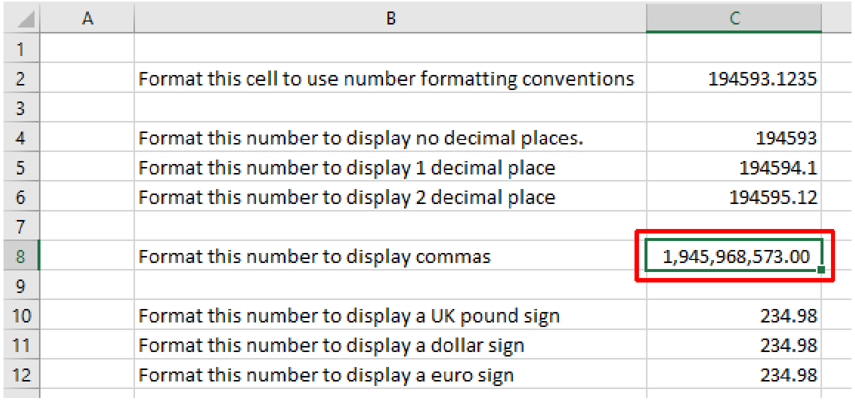


	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1945968573
9			
10		Format this number to display a UK pound sign	234.98
11		Format this number to display a dollar sign	234.98
12		Format this number to display a euro sign	234.98

- Click on the **Comma Style** icon (within the **Number** group under the **Home** tab) to format the number using commas.

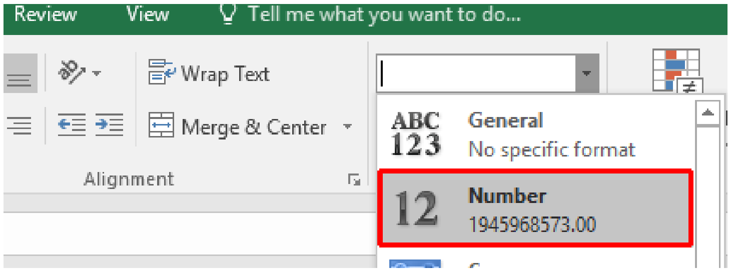


- Your number should now look like this.



	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1,945,968,573.00
9			
10		Format this number to display a UK pound sign	234.98
11		Format this number to display a dollar sign	234.98
12		Format this number to display a euro sign	234.98

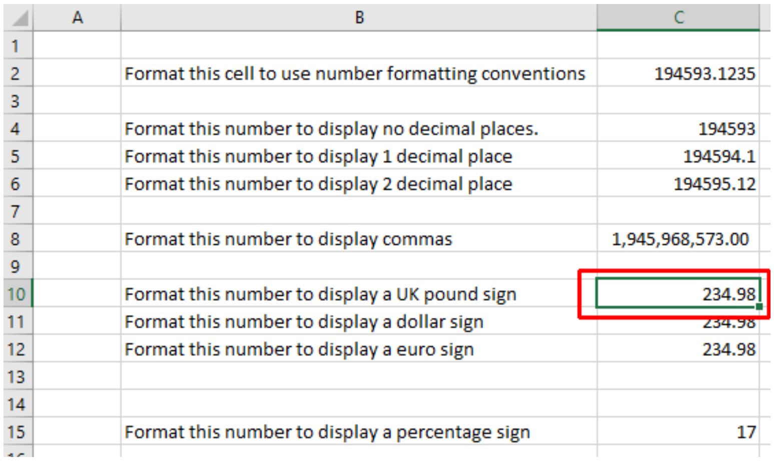
NOTE: To remove comma style formatting, click on the down arrow next to the **Number format** icon (within the **Number** section of the **Home** tab). Select the **General** or **Number** format option, as illustrated.



- The cell contents will now be displayed without comma style formatting.

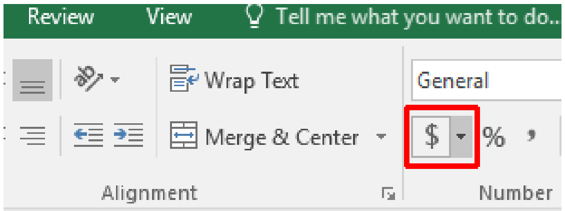
Currency symbol

- Select cell **C10**.

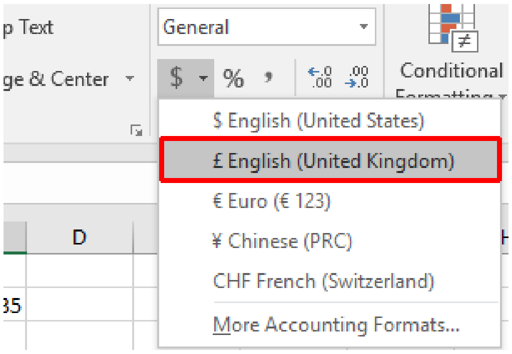


	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1,945,968,573.00
9			
10		Format this number to display a UK pound sign	234.98
11		Format this number to display a dollar sign	234.98
12		Format this number to display a euro sign	234.98
13			
14			
15		Format this number to display a percentage sign	17

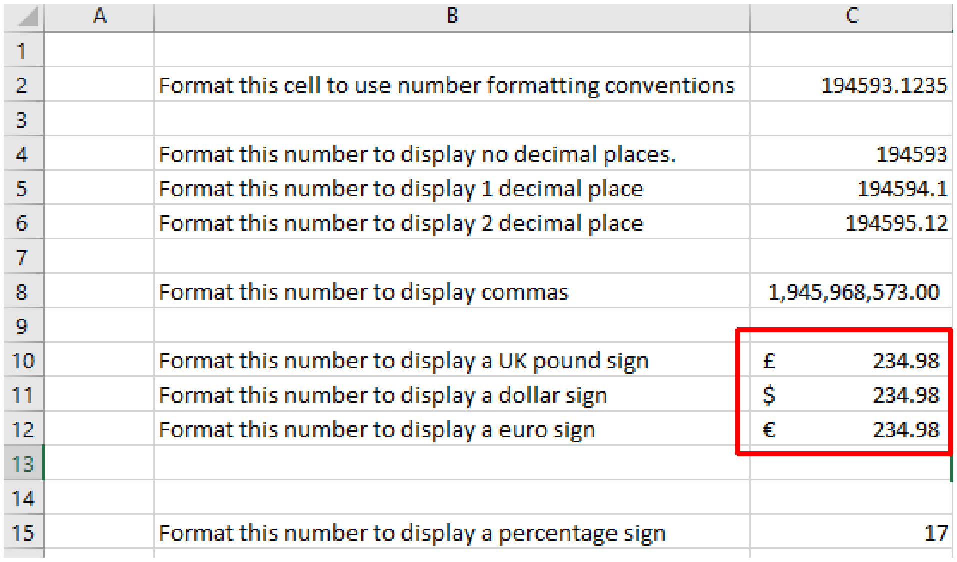
- Format it to display the **British Pound** symbol. To do this click on the **down arrow** next to the **Currency** icon.


Review
View
Tell me what you want to do..
Wrap Text
Merge & Center
General
$
%
Alignment
Number

- From the list displayed, select the **£** option.


p Text
ge & Center
General
$
%
Conditional Formatting
$ English (United States)
£ English (United Kingdom)
€ Euro (€ 123)
¥ Chinese (PRC)
CHF French (Switzerland)
More Accounting Formats...
D

- Select cell **C11** and format it to display the **Dollar** symbol.
- Select cell **C12** and format it to display the **Euro** symbol. Your data will now look like this.

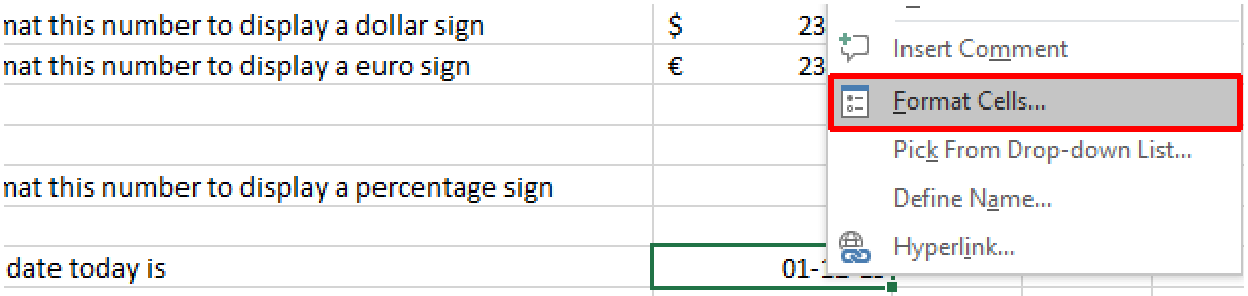


	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1,945,968,573.00
9			
10		Format this number to display a UK pound sign	£ 234.98
11		Format this number to display a dollar sign	$ 234.98
12		Format this number to display a euro sign	€ 234.98
13			
14			
15		Format this number to display a percentage sign	17

Date styles

- Click on cell **B17** and type in the text '**The date today is**'.

- Click on cell **C17** and type in today's date. When you press the **Enter** key you may find that the style of the date changes automatically.
- Right click over cell **C17** and from the popup menu displayed select the **Format Cells** command.



nat this number to display a dollar sign $ 23

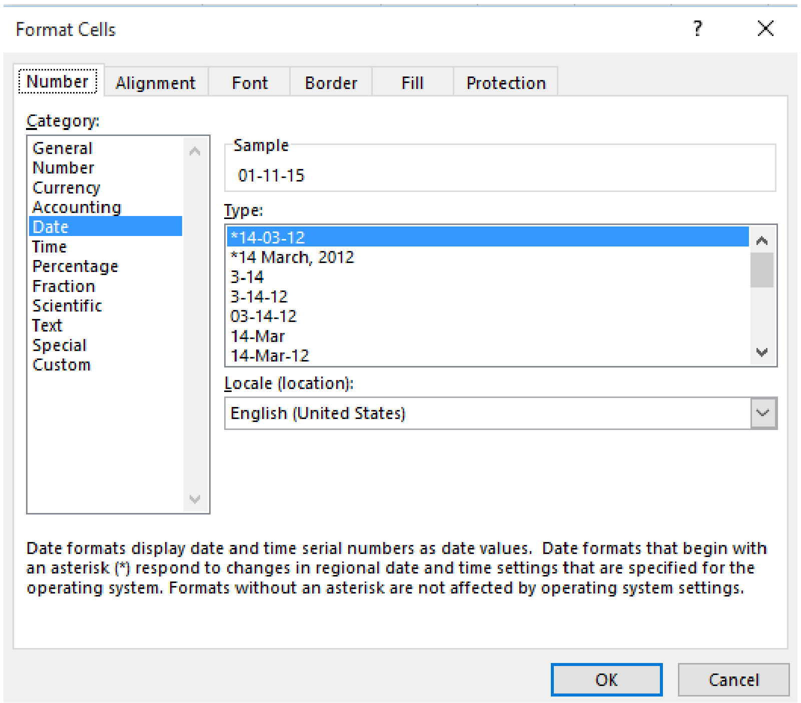
nat this number to display a euro sign € 23

nat this number to display a percentage sign

date today is 01-1

Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...

- This will display the **Format Cells** dialog box.



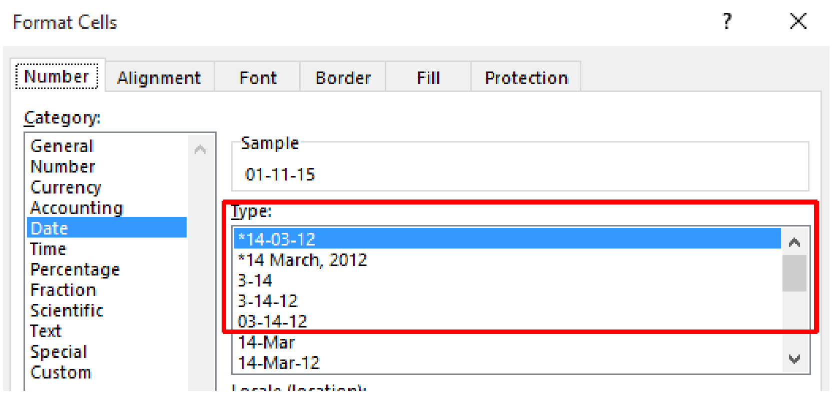
Format Cells
?
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Type:
*14-03-12
*14 March, 2012
3-14
3-14-12
03-14-12
14-Mar
14-Mar-12
OK
Cancel

Sample: 01-11-15

Locale (location): English (United States)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

- Select the required format from the **Type** section of the dialog box.

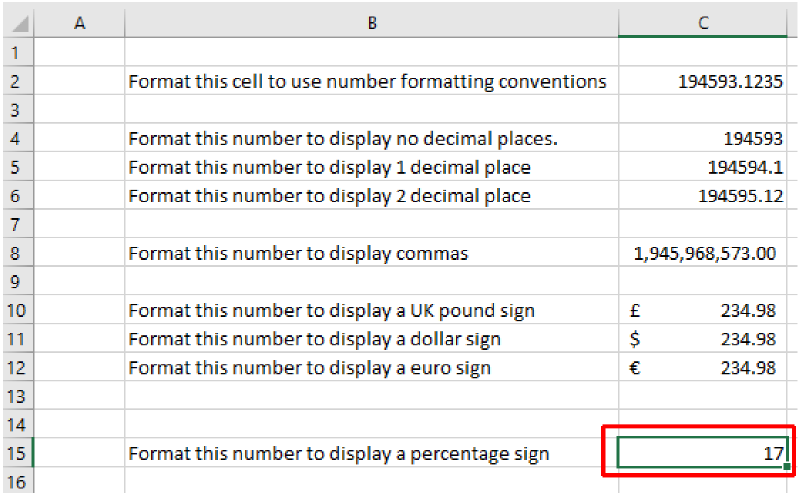

Format Cells
?
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Type:
*14-03-12
*14 March, 2012
3-14
3-14-12
03-14-12
14-Mar
14-Mar-12

Sample
01-11-15

- Click on the **OK** button to apply the date format. Experiment with applying different types of date format to the cell.

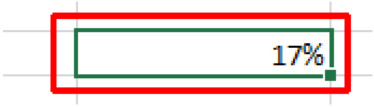
Percentages

- Click on the cell **C15**.



	A	B	C
1			
2		Format this cell to use number formatting conventions	194593.1235
3			
4		Format this number to display no decimal places.	194593
5		Format this number to display 1 decimal place	194594.1
6		Format this number to display 2 decimal place	194595.12
7			
8		Format this number to display commas	1,945,968,573.00
9			
10		Format this number to display a UK pound sign	£ 234.98
11		Format this number to display a dollar sign	$ 234.98
12		Format this number to display a euro sign	€ 234.98
13			
14			
15		Format this number to display a percentage sign	17
16			

- To change this number from **17** to **17%,** type in **17%** and press the **Enter** key. You will then see the contents displayed as illustrated below.



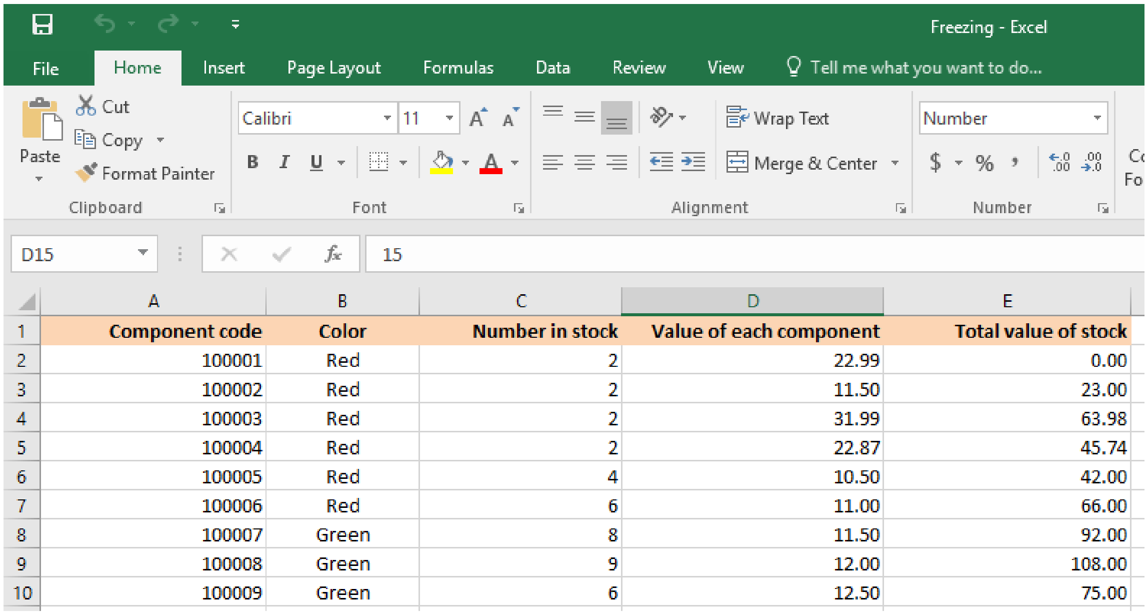
17%

- Save your changes and close the workbook.

Freezing row and column titles within Excel 2016

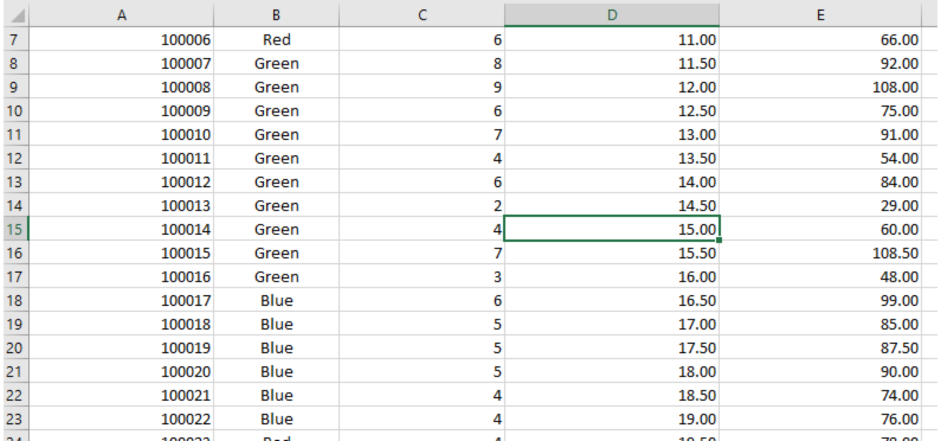
Freezing row and column titles

- Open a workbook called **Freezing**.


Freezing - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
Number
Number
D15
15

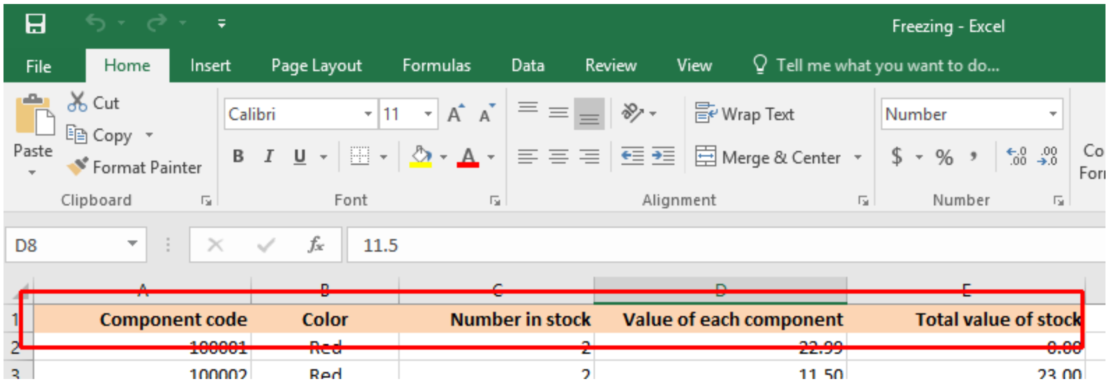
	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
2	100001	Red	2	22.99	0.00
3	100002	Red	2	11.50	23.00
4	100003	Red	2	31.99	63.98
5	100004	Red	2	22.87	45.74
6	100005	Red	4	10.50	42.00
7	100006	Red	6	11.00	66.00
8	100007	Green	8	11.50	92.00
9	100008	Green	9	12.00	108.00
10	100009	Green	6	12.50	75.00

- Scroll down through the data and you will see that the title row, which contains a description of each columns contents, scroll out of sight. This makes it difficult to remember what the data in each column represents, if you cannot see the column title row.



	A	B	C	D	E
7	100006	Red	6	11.00	66.00
8	100007	Green	8	11.50	92.00
9	100008	Green	9	12.00	108.00
10	100009	Green	6	12.50	75.00
11	100010	Green	7	13.00	91.00
12	100011	Green	4	13.50	54.00
13	100012	Green	6	14.00	84.00
14	100013	Green	2	14.50	29.00
15	100014	Green	4	15.00	60.00
16	100015	Green	7	15.50	108.50
17	100016	Green	3	16.00	48.00
18	100017	Blue	6	16.50	99.00
19	100018	Blue	5	17.00	85.00
20	100019	Blue	5	17.50	87.50
21	100020	Blue	5	18.00	90.00
22	100021	Blue	4	18.50	74.00
23	100022	Blue	4	19.00	76.00

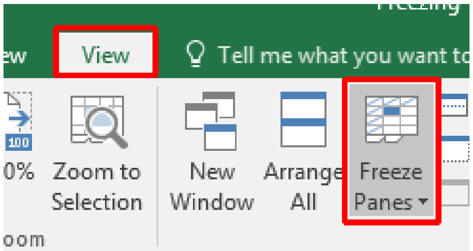
- Make sure that you can see the title row displayed, as illustrated.


Freezing - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
Number
Number

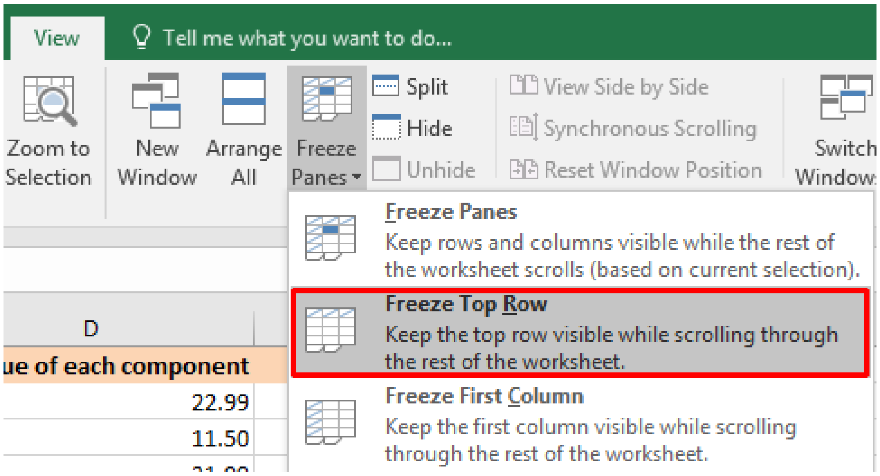
D8 11.5

	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
2	100001	Red	2	22.99	0.00
3	100002	Red	2	11.50	23.00

- To freeze the top row so that it remains in sight at all times, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Freeze Panes** command.


View
Tell me what you want to
100
0%
Zoom to Selection
New Window
Arrange All
Freeze Panes
oom

- From the drop down list displayed, click on the **Freeze Top Row** command.

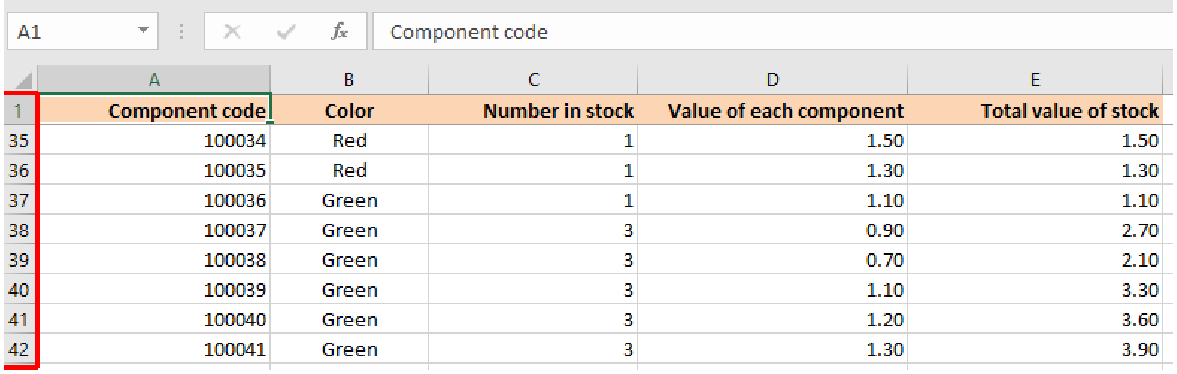

View
Tell me what you want to do...
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
D
ue of each component
22.99
11.50

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

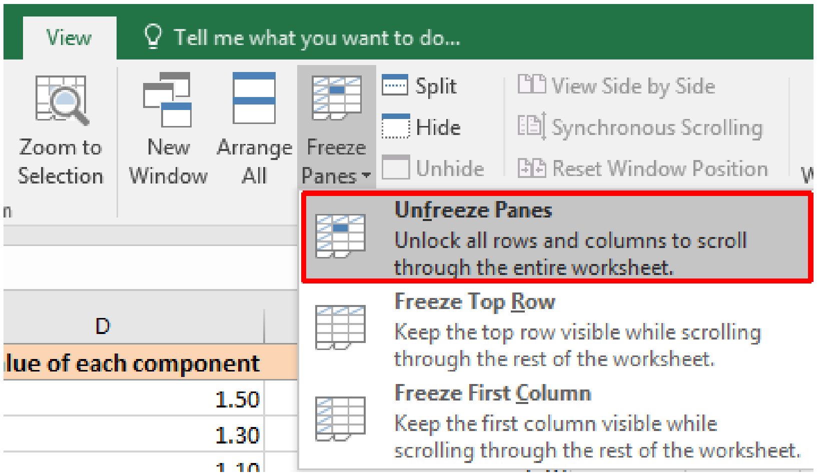
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

- Scroll down through the data. As you can see the top row stays visible at all times now.

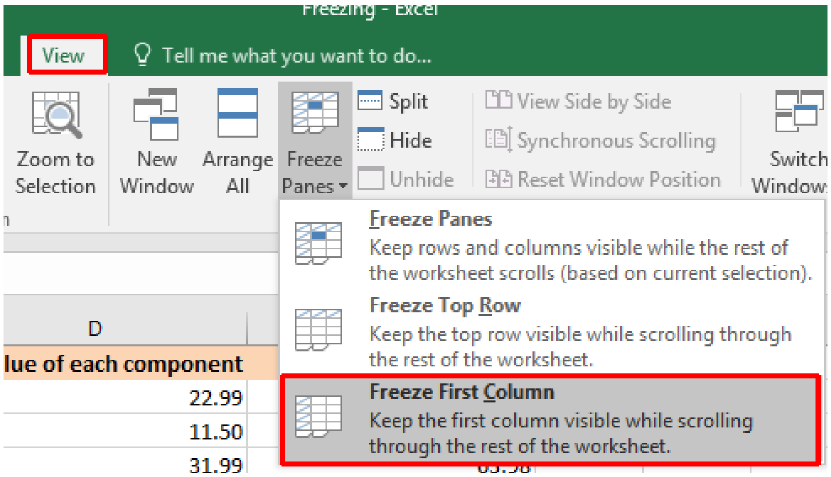

A1
Component code

	A	B	C	D	E
1	Component code	Color	Number in stock	Value of each component	Total value of stock
35	100034	Red	1	1.50	1.50
36	100035	Red	1	1.30	1.30
37	100036	Green	1	1.10	1.10
38	100037	Green	3	0.90	2.70
39	100038	Green	3	0.70	2.10
40	100039	Green	3	1.10	3.30
41	100040	Green	3	1.20	3.60
42	100041	Green	3	1.30	3.90

- To unfreeze the top row, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Unfreeze Panes** command.


View
Tell me what you want to do...
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Unfreeze Panes
Unlock all rows and columns to scroll through the entire worksheet.
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.
D
lue of each component
1.50
1.30

TIP: You can use the same technique to freeze the first column, so that when you scroll to the right it is always visible. To do this you would select the **Freeze First Column** command.

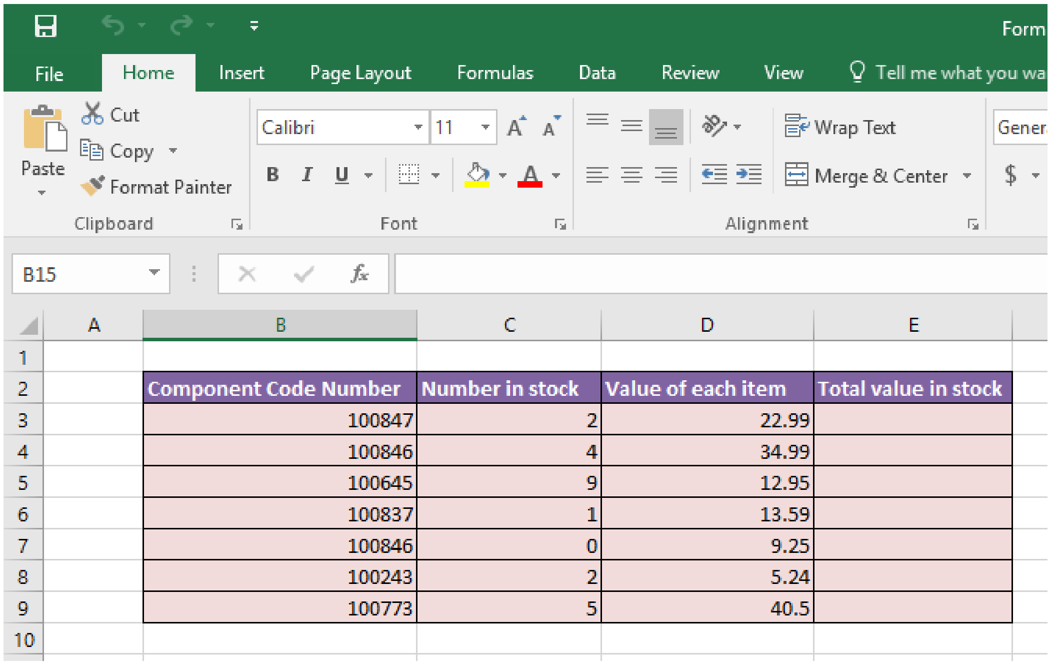

Freezing - Excel
View
Tell me what you want to do...
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.
D
lue of each component
22.99
11.50
31.99

- Save your changes and close the workbook.

Excel 2016 Formulas

Creating formulas

- Open a workbook called **Formulas**. Click on cell **E3**.


Form
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you wa
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
Gener
B15

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	
4		100846	4	34.99	
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

In cell **E3** we need to create a formula that will calculate the value of the stock for that particular component. To do this we need to multiply the contents of cell **C3** by the content of cell **D3**.

- All formulas within Excel start with the 'equals' symbol.

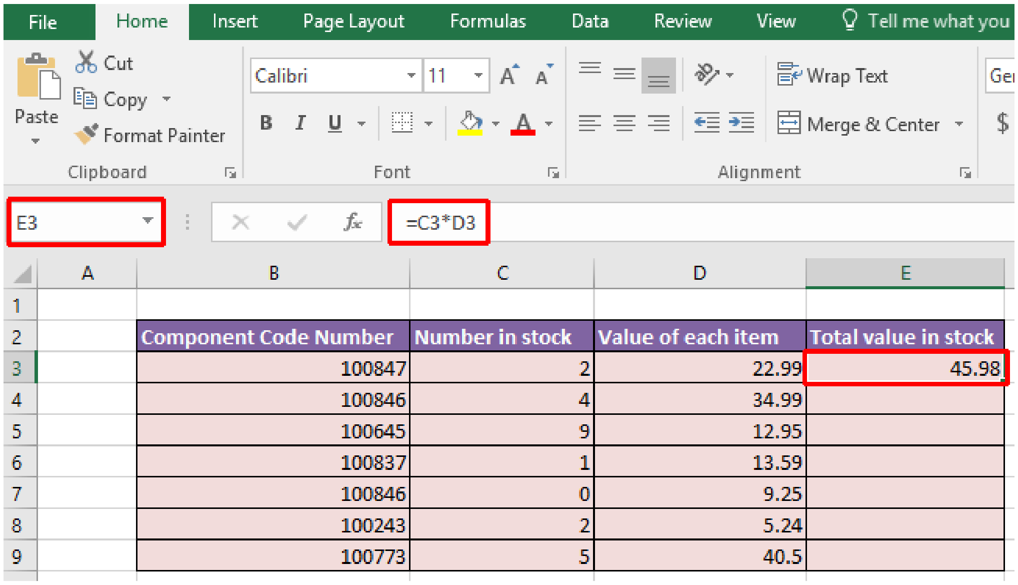
  Type in the following formula.

  =C3*D3

  TIP: the ***** symbol means 'times'.

  Press the **Enter** key and you will see the result of the calculation in cell **E3**.

- Click on cell **E3** and you will see the formula displayed in the bar above the worksheet.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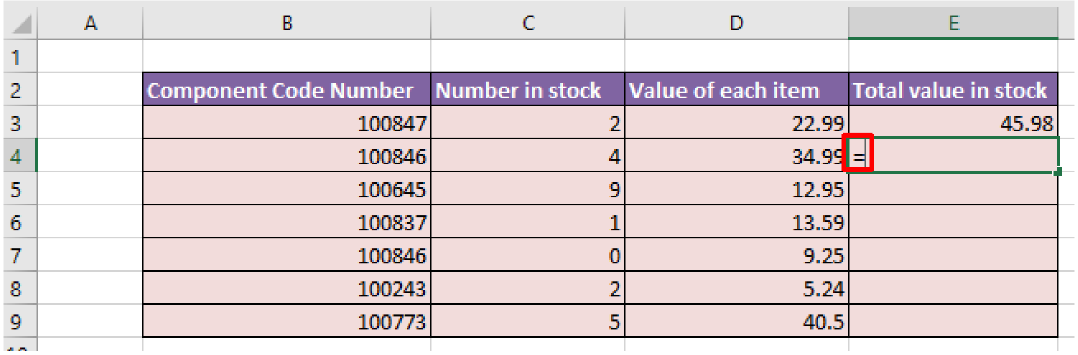
$

E3 =C3*D3

	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	

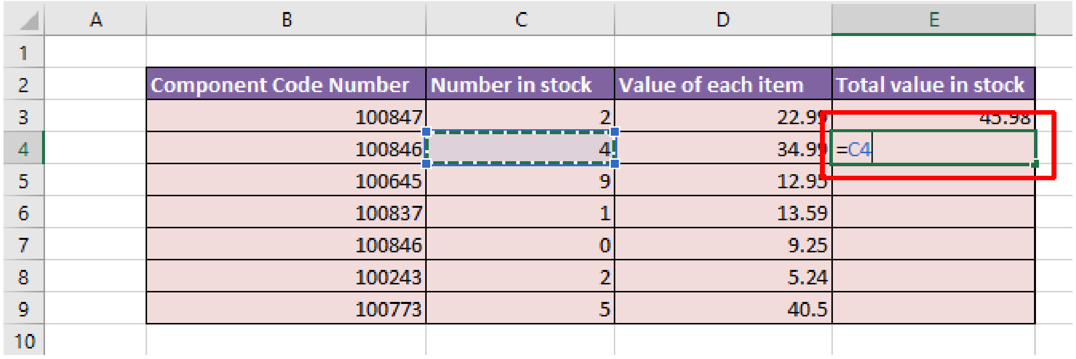
The easy way to create formulas

- Click on cell **E4** and type in the equals sign.



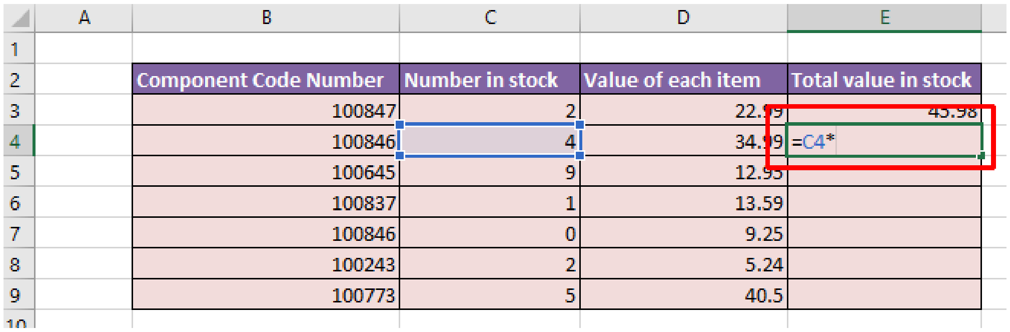
	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	

- Click on cell **C4** and you see this.



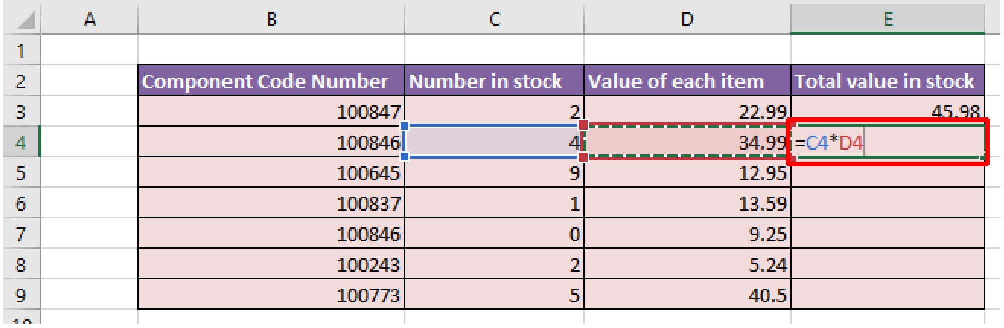
	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

- Type in the ***** symbol, you see this.



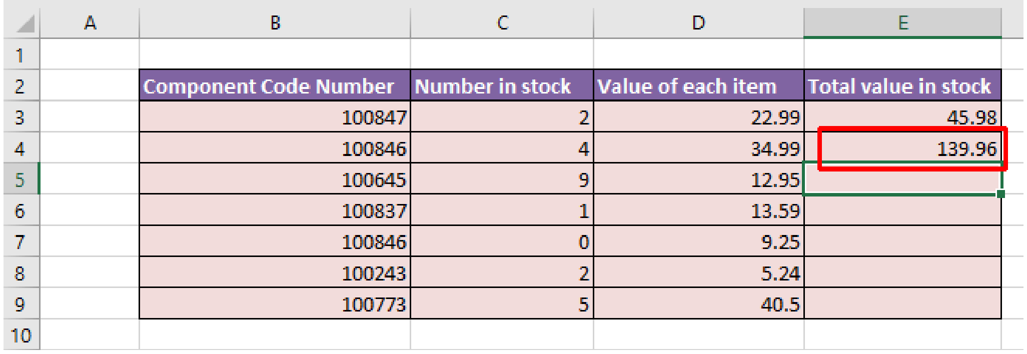
	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4*
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	

- Click on cell **D4** and you will see this.



	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	=C4*D4
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	

- Press the **Enter** key and you see the result of the calculation.



	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	139.96
5		100645	9	12.95	
6		100837	1	13.59	
7		100846	0	9.25	
8		100243	2	5.24	
9		100773	5	40.5	
10					

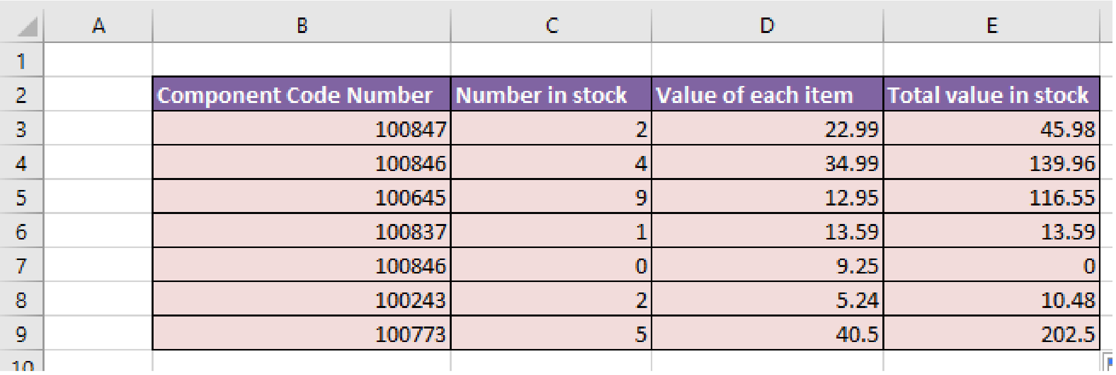
- This method may seem more complicated at first but when you are creating complex formulas, you will find this method is actually easier and helps to reduce errors, such as typing incorrect cell references.

Copying formulas

- Click on cell **E4**.
- Move the mouse pointer to the bottom-right border of this cell and you will notice that the mouse pointer changes to the shape of a small, solid black cross. When you

see this shape change press the mouse button and while keeping the mouse button depressed, drag down to cell **E9**. Release the mouse button and you will see the formula copied down this range. If you look at the formula in each cell of the range the cell references are automatically adjusted to match each row, i.e. row 8 contains the formula **=C8*D8,** while row 9 contains the formula **=C9*D9**.

Your screen will now look like this.



	A	B	C	D	E
1					
2		Component Code Number	Number in stock	Value of each item	Total value in stock
3		100847	2	22.99	45.98
4		100846	4	34.99	139.96
5		100645	9	12.95	116.55
6		100837	1	13.59	13.59
7		100846	0	9.25	0
8		100243	2	5.24	10.48
9		100773	5	40.5	202.5

- Save your changes and close the workbook.

Operators

- Operators sound complicated. In reality they are items such as:

+	(plus)
-	(minus)
/	(divide)
*****	(multiply)

You use operators as part of your formulas. There are other operators but these are the commonly used ones.

Using operators in formulas

- Open a workbook called **Formula operators**.
- Click on cell **C3** and enter the following which will add the number **3** and **7**:

=3+7

Press the **Enter** key and you will see the result displayed in the cell.

- Click on cell **C4** and enter the following which will subtract the number **4** from the number **18**:

=18-4

Press the **Enter** key and you will see the result displayed in the cell.

- Click on cell **C5** and enter the following which will divide the number **20** by the number **4**:

  =20/4

  Press the **Enter** key and you will see the result displayed in the cell.

- Click on cell **C6** and enter the following which will multiply the number **4** by the number **9**:

  =4*9

  Press the **Enter** key and you will see the result displayed in the cell.

- Save your changes and close the workbook.

Formula error messages

- When writing formulas, it is easy to make a mistake: listed below are some common error messages.

  #######
  The contents of the cell cannot be displayed correctly as the column is too narrow.

  #REF!
  Indicates that a cell reference is invalid. This is often displayed when you delete cells which are involved in a formula.

  #NAME?
  Excel does not recognize text contained within a formula.

  #DIV/0!
  This indicates that you have tried to divide a number by zero (0).

Relative cell referencing within formulas

- Open a workbook called **Cell referencing**.
- The first worksheet within the workbook lets us look at relative addressing.
- Click on cell **E4**. We need to insert the formula for multiplying items in column C by the items in columns D. Type in the following formula:

=C4*D4

- Press the **Enter** key and you will see the result of the calculation in cell **E4**.
- Click on cell **E4**, and move the mouse pointer to the bottom-right corner of cell **E4**, and when the pointer changes to the shape of a small black cross, press the mouse button, and keep it pressed down. Drag down the page to cell **E12** and then release the mouse button.

- If you click on cell **E5** you will see the following **=C5*D5**.
- If you click on cell **E6** you will see the following **=C6*D6**.
- If you click on cell **E7** you will see the following **=C7*D7**.
- If you click on cell **E8** you will see the following **=C8*D8**.
- If you click on cell **E9** you will see the following **=C9*D9**.
- If you click on cell **E10** you will see the following **=C10*D10**
- If you click on cell **E11** you will see the following **=C11*D11**.
- If you click on cell **E12** you will see the following **=C12*D12**.

- As you can see the referencing is completely relative. This will become clearer when you have worked through the rest of this section.

Absolute cell referencing within formulas

- Click on the **Absolute** tab at the bottom of the worksheet.
- Click on cell **D4**. We need to enter a formula that will take the price and then add 5% to the price to give a total value.

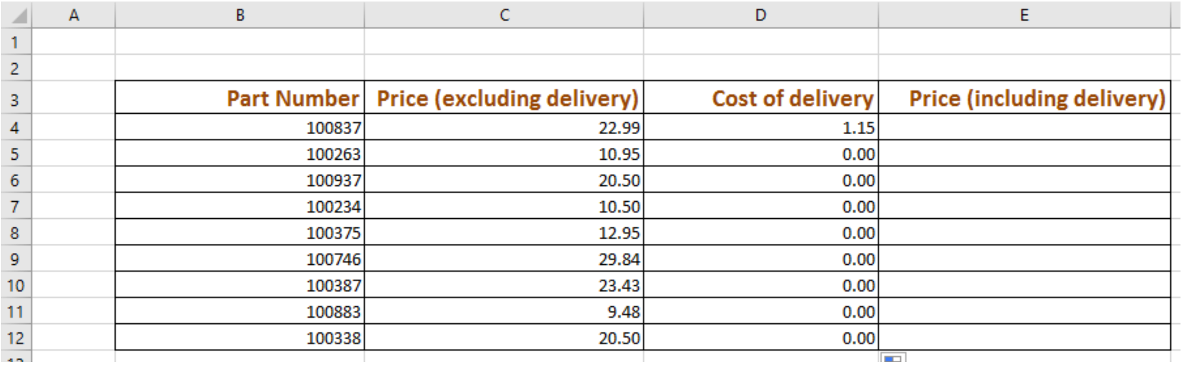
  The 5% figure has been entered into cell **C15**.

- Type in the following formula into cell **D4**.

  =C4*C15

  If you do the sums, you will find that this formula displays the correct delivery charge price in cell **D4**.

- Click on cell **D4**, and move the mouse pointer to the bottom-right corner of cell **D4**, and when the pointer changes to the shape of a small black cross, press the mouse button, and keep it pressed down. Drag down the page to cell **D12** and then release the mouse button. The data will look something like this.



Part Number	Price (excluding delivery)	Cost of delivery	Price (including delivery)
100837	22.99	1.15	
100263	10.95	0.00	
100937	20.50	0.00	
100234	10.50	0.00	
100375	12.95	0.00	
100746	29.84	0.00	
100387	23.43	0.00	
100883	9.48	0.00	
100338	20.50	0.00	

As you can see something has gone very wrong, as the 5% delivery charge appears to be 0 for most of the items.

- Click on cell **D5** and you can see what the problem is. The formula contained within this cell is:

  =C5*C16

  Part of the cell reference points to cell **C16** (which if you check is empty). The problem is that because of the relative nature of the formula, the component that should always refer to the contents of the cell in **C15** (i.e. the delivery charge percentage), in fact moves down as you drag down the screen to extend your calculations.

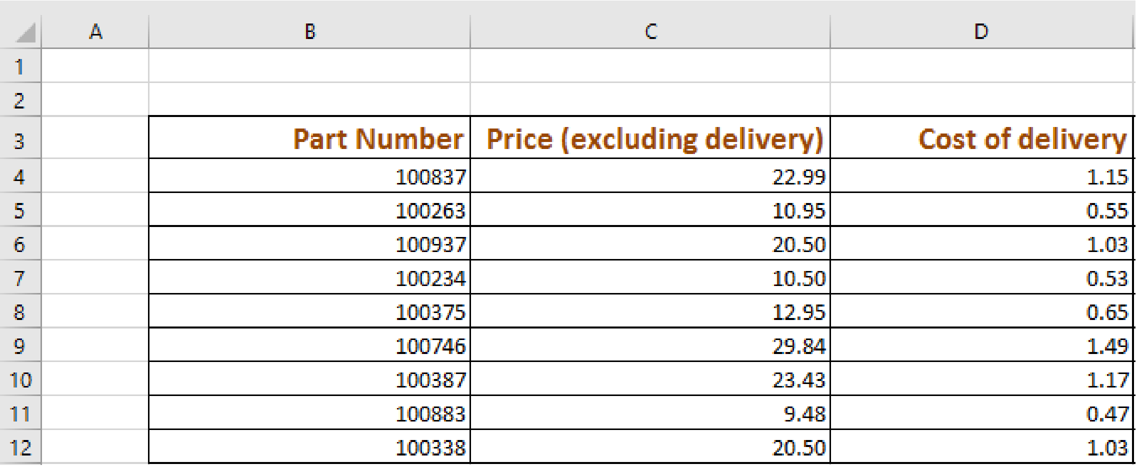
- Select the range **D4:D12** and press the **Del** key to delete the cell contents.

- Click on cell **D4** and we will try again. This time type in the following formula.

  =C4*$C$15

  The dollar signs make the reference to cell **C15** absolute.

- Try extending the formula to fill the range down to **D12**. This time you should find that the delivery charges are calculated correctly.



Part Number	Price (excluding delivery)	Cost of delivery
100837	22.99	1.15
100263	10.95	0.55
100937	20.50	1.03
100234	10.50	0.53
100375	12.95	0.65
100746	29.84	1.49
100387	23.43	1.17
100883	9.48	0.47
100338	20.50	1.03

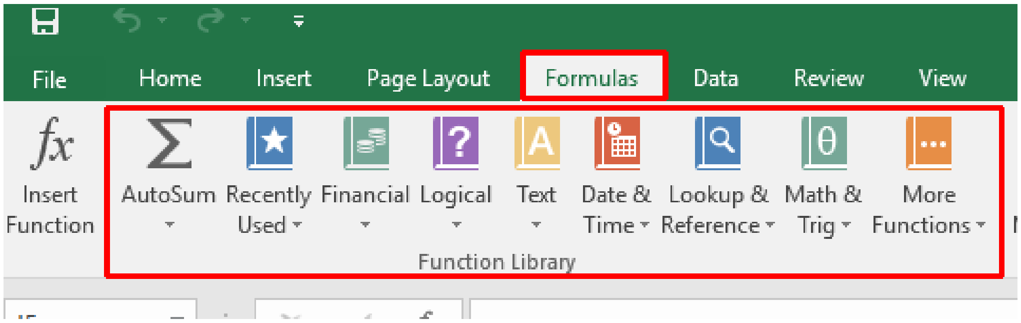
TIP: You have seen relative and absolute referencing. You can also have mixed references, which contain an absolute and a relative reference.

- Save your changes and close the workbook.

Excel 2016 Functions

What are functions?

- A function allows you to calculate a result such as adding numbers together, or finding the average of a range of numbers. Functions are located under the **Formulas** tab.


File
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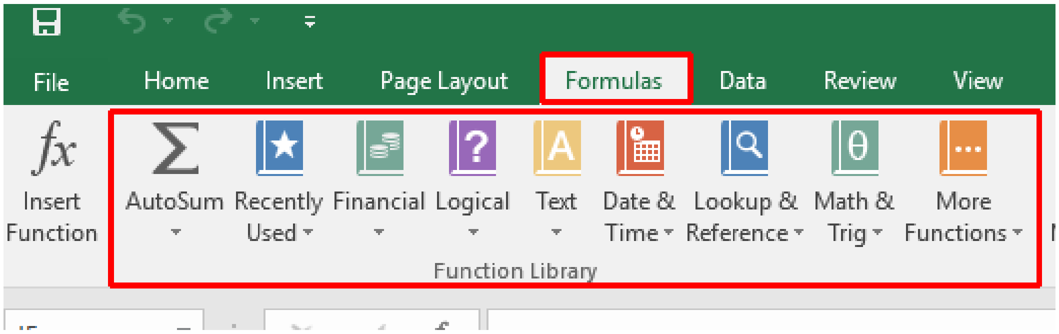
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library

Common functions

- Some commonly used functions include: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Lookup & Reference
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More Functions
Function Library

AVERAGE: Used to determine the average value of the selected cells contents.

COLUMNS: Used to return the number of columns within a reference.

COUNT: Used to count how many numbers are in the list.

COUNTA: Used to count the number of cells that are not empty and the values within the list of arguments.

COUNTBLANK: Used to count empty cells within a cell range.

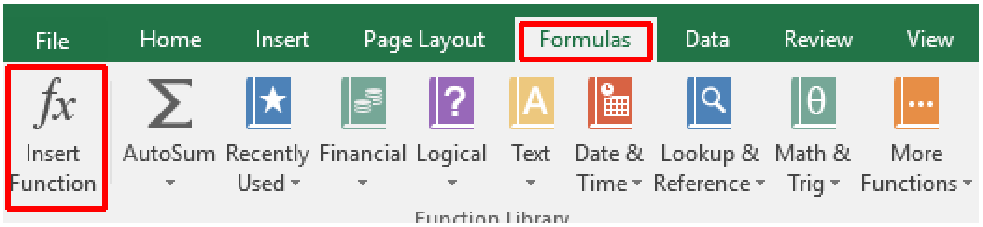
MAX: Used to return the maximum number from a list.

MIN: Used to return the minimum number from a list.

ROUND: Used to round off numbers to a specified number of decimal points.

SUM: Used to add the contents of selected cells.

To display the available functions, press **Ctrl+N** to display a blank workbook and then click on the **Formulas** tab and within the **Function Library** group click on the **Insert Function** icon.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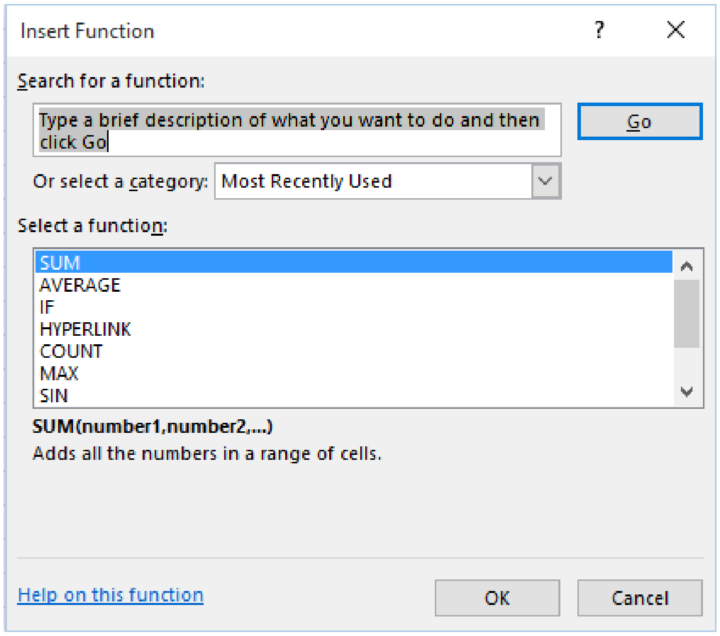
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library

This will display the **Insert Function** dialog box.


Insert Function
?
Search for a function:
Go
Or select a category:
Select a function:
Help on this function
OK
Cancel

Type a brief description of what you want to do and then click Go

Or select a category: Most Recently Used

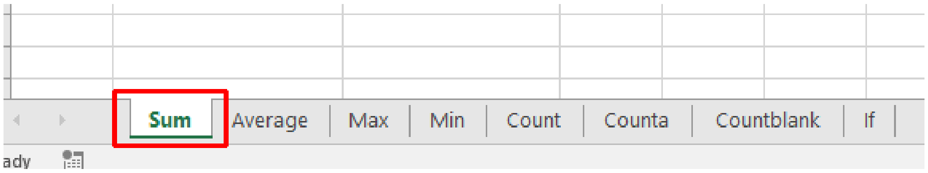
SUM
AVERAGE
IF
HYPERLINK
COUNT
MAX
SIN

SUM(number1,number2,...)
Adds all the numbers in a range of cells.

- Scroll down the list which as you will see is extensive.

Sum function

- Open a workbook called **Functions**.
- If necessary, click on the **Sum** worksheet tab.


Sum
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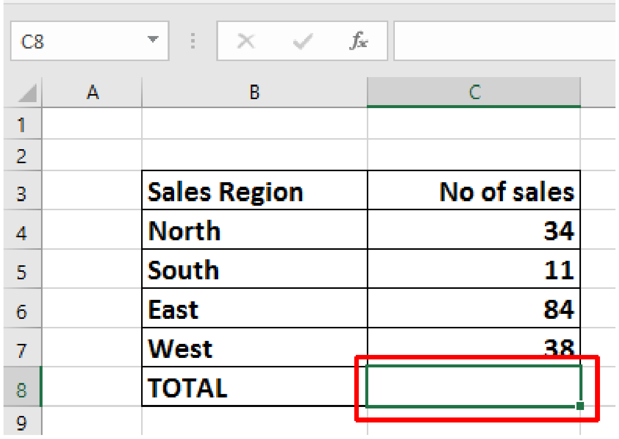
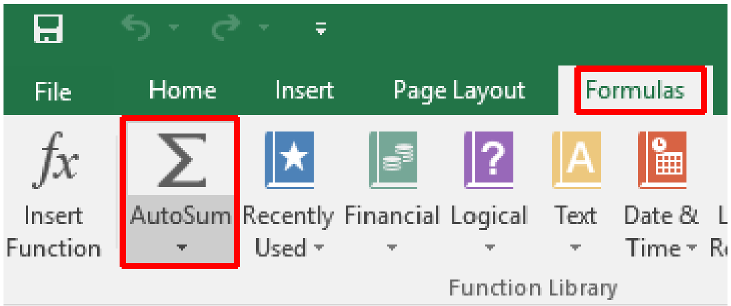
ady

- Click on cell **C8**.



	A	B	C
1			
2			
3		Sales Region	No of sales
4		North	34
5		South	11
6		East	84
7		West	38
8		TOTAL	
9			

- In this cell we need to sum the values in the column above.
- Click on the **Formulas** tab and within the **Function Library** group click on the **AutoSum** icon.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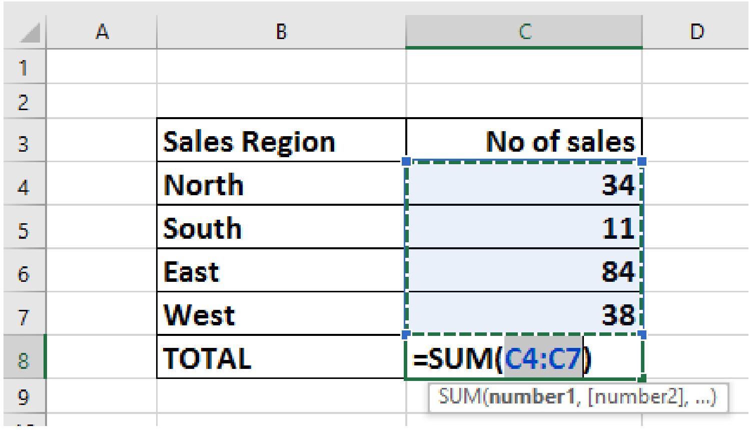
Function Library

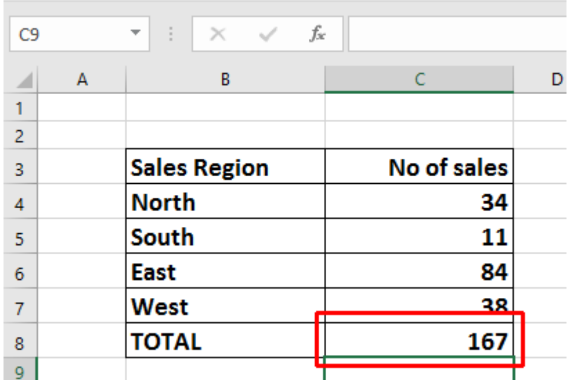
TIP: Click on the **AutoSum** icon, not the **down arrow** under or beside the icon.

- You will see the following displayed on your screen.



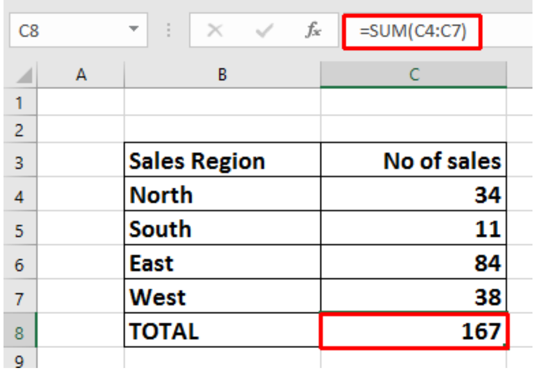
Sales Region	No of sales
North	34
South	11
East	84
West	38
TOTAL	=SUM(C4:C7)

- Press the **Enter** key and you will see the AutoSum result in cell **C8**.



Sales Region	No of sales
North	34
South	11
East	84
West	38
TOTAL	167

- Click on cell **C8**, and you will see the function displayed in the bar just above your worksheet.



=SUM(C4:C7)

Sales Region	No of sales
North	34
South	11
East	84
West	38
TOTAL	167

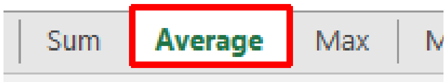
As you can see the function is:

=SUM(C4:C7)

- This function tells Excel to sum the values in the range **C4:C7**.

Average function

- Click on the **Average** worksheet tab.


Sum
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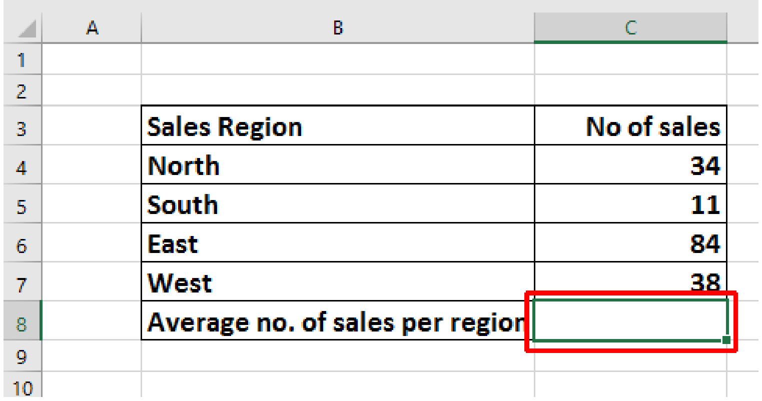
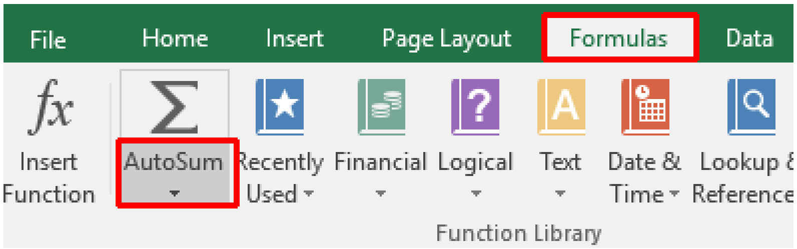
M

- Click on cell **C8**.



	A	B	C
1			
2			
3		Sales Region	No of sales
4		North	34
5		South	11
6		East	84
7		West	38
8		Average no. of sales per region	
9			
10			

- In this cell we want to display the average number of sales within the regions.
- Click on the **Formulas** tab and within the **Function Library** group click on the **arrow** under (or next to) the **AutoSum** icon.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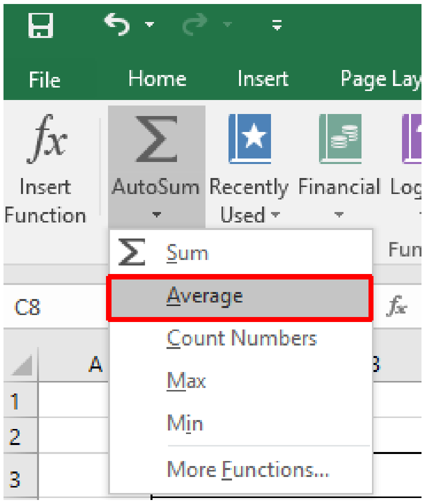
Function Library

- You will see a drop down list displayed. Click on the **Average** command.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Sum
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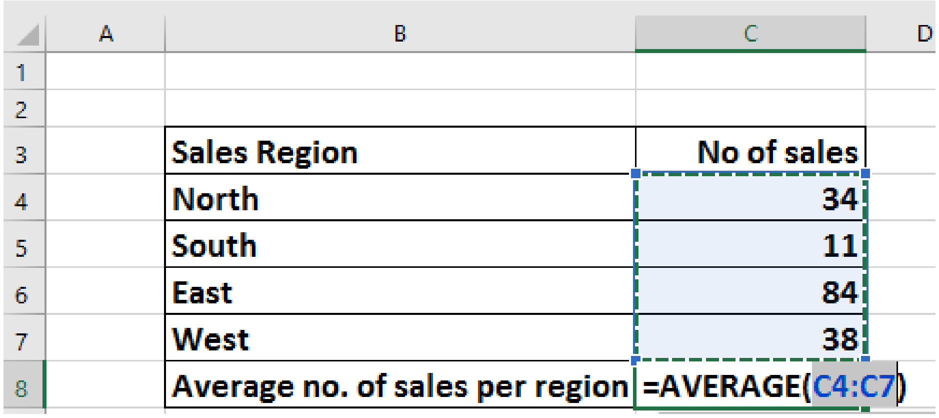
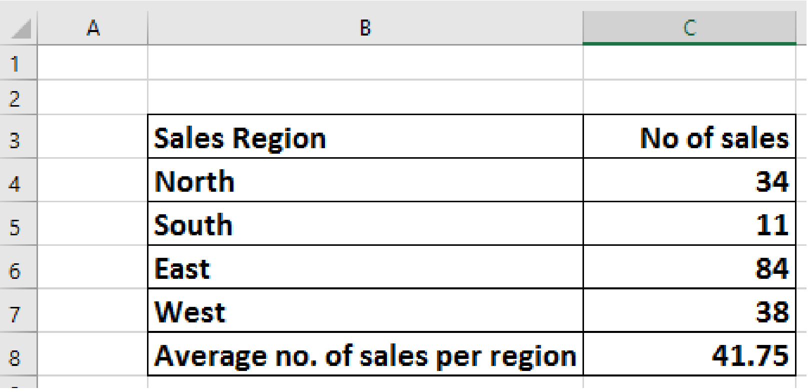
Count Numbers
Max
Min
More Functions...
A
1
2
3

- You will see the following displayed on your screen.



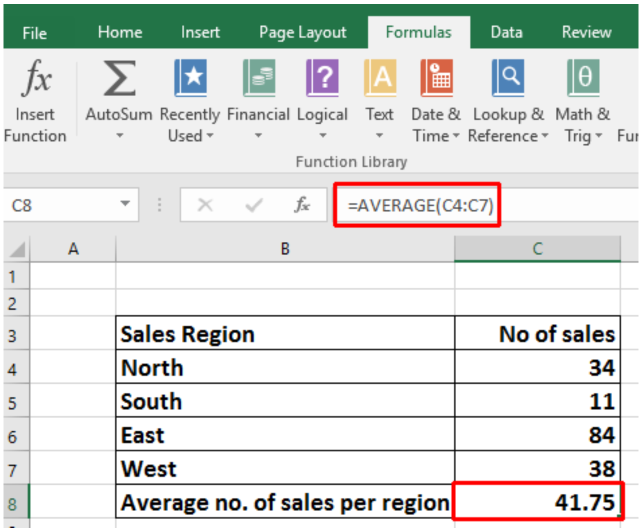
	A	B	C
1			
2			
3		**Sales Region**	**No of sales**
4		**North**	**34**
5		**South**	**11**
6		**East**	**84**
7		**West**	**38**
8		**Average no. of sales per region**	**=AVERAGE(C4:C7)**

- Press the **Enter** key and you will see the average value displayed in cell **C8**.



	A	B	C
1			
2			
3		**Sales Region**	**No of sales**
4		**North**	**34**
5		**South**	**11**
6		**East**	**84**
7		**West**	**38**
8		**Average no. of sales per region**	**41.75**

- Click on cell **C8**, and you will see the function displayed in the bar just above your worksheet.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Function Library
C8
A
B
C

=AVERAGE(C4:C7)

	A	B	C
1			
2			
3		Sales Region	No of sales
4		North	34
5		South	11
6		East	84
7		West	38
8		Average no. of sales per region	41.75

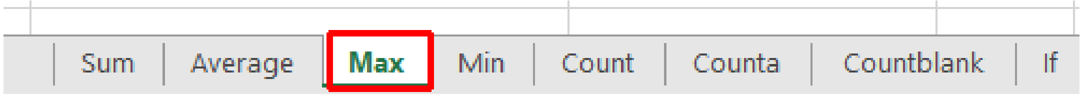
As you can see the function is:

=AVERAGE(C4:C7)

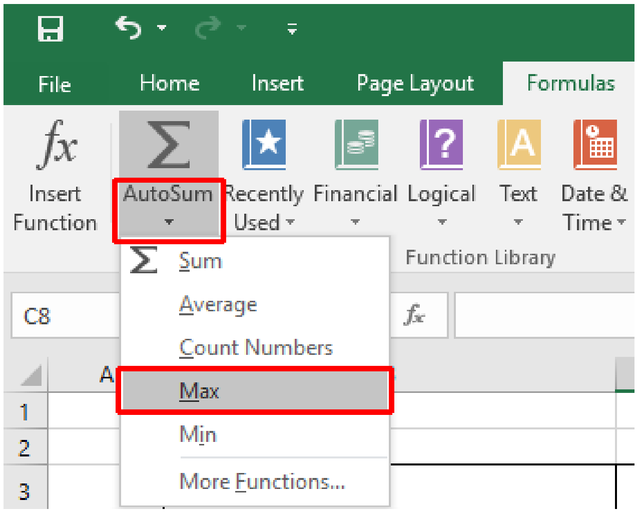
- This function tells Excel to sum the average in the range **C4:C7**.

Max function

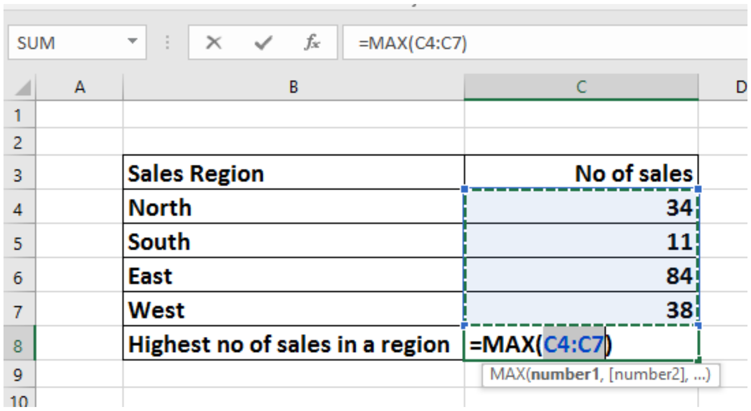
- Click on the **Max** worksheet tab.


Sum
Average
Max
Min
Count
Counta
Countblank
If

- Click on cell **C8**. In this cell we want to display the highest number of sales within a region.
- Click on the **Formulas** tab and within the **Function Library** group click on the **down arrow** under (or next to) the **AutoSum** icon. You will see a drop down list displayed. Click on the **Max** command.


File
Home
Insert
Page Layout
Formulas
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Function Library
C8
Sum
Average
Count Numbers
Max
Min
More Functions...
A
1
2
3

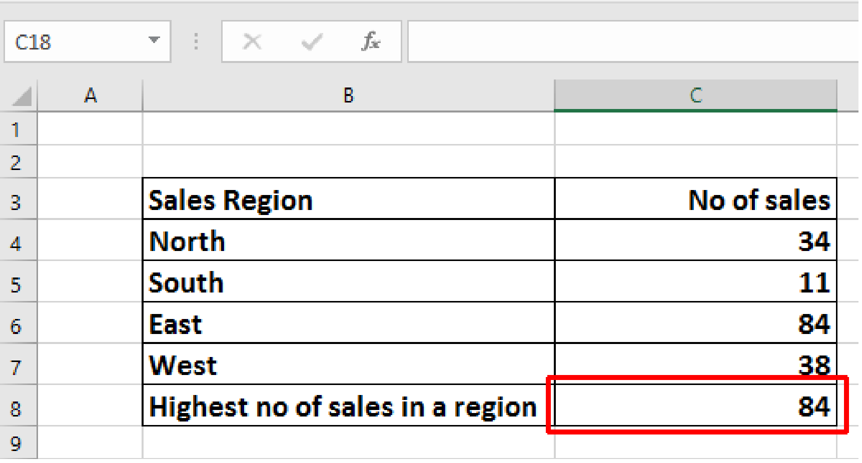
- You will see the following displayed on your screen.


SUM
A
B
C
D
MAX(number1, [number2], ...)

=MAX(C4:C7)

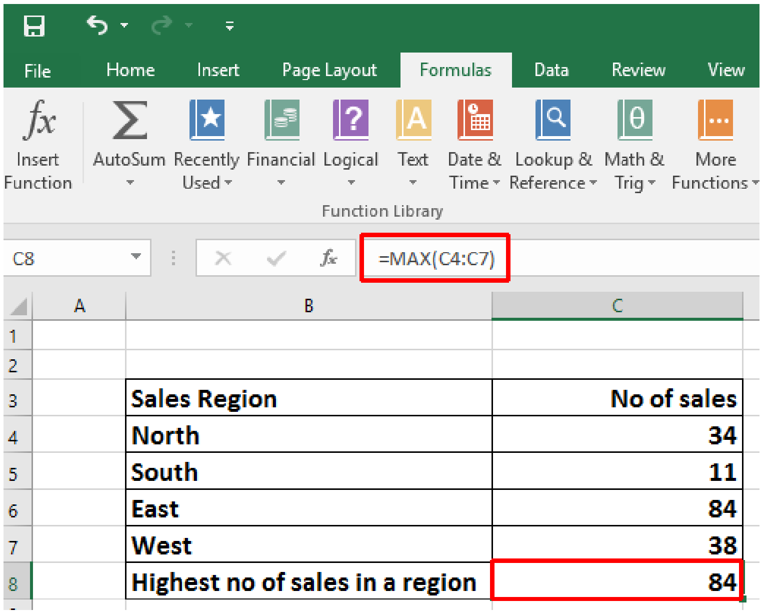
	A	B	C
1			
2			
3		Sales Region	No of sales
4		North	34
5		South	11
6		East	84
7		West	38
8		Highest no of sales in a region	=MAX(C4:C7)
9			
10			

- Press the **Enter** key and you will see the maximum value displayed in cell **C8**.



	A	B	C
1			
2			
3		Sales Region	No of sales
4		North	34
5		South	11
6		East	84
7		West	38
8		Highest no of sales in a region	84
9			

- Click on cell **C8**, and you will see the function displayed in the bar just above your worksheet.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
C8

=MAX(C4:C7)

	A	B	C
1			
2			
3		**Sales Region**	**No of sales**
4		**North**	**34**
5		**South**	**11**
6		**East**	**84**
7		**West**	**38**
8		**Highest no of sales in a region**	**84**

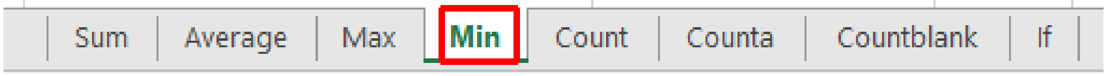
As you can see the function is:

=MAX(C4:C7)

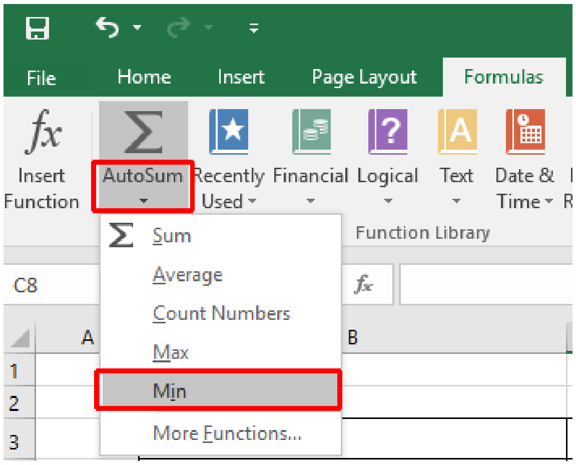
- This function tells Excel to display the maximum value within the range **C4:C7**.

Min function

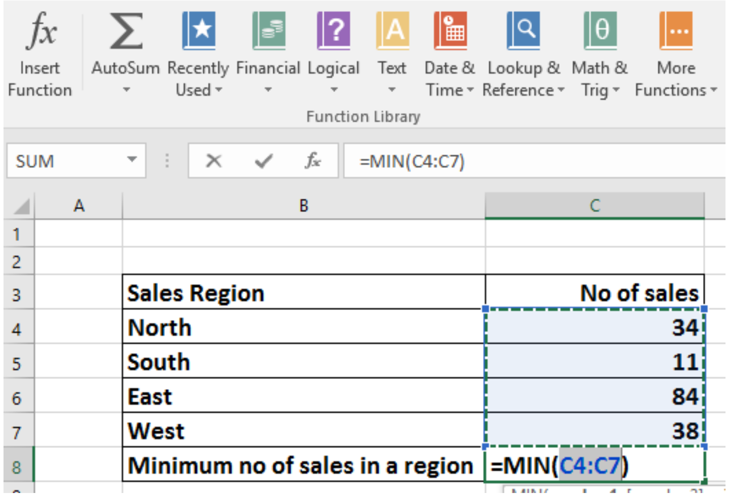
- The MIN function will display the minimum number within a range.
- Click on the **Min** worksheet tab.


Sum
Average
Max
Min
Count
Counta
Countblank
If

- Click on cell **C8**. In this cell we want to display the lowest number of sales within a region.
- Click on the **Formulas** tab and within the **Function Library** group click on the **down arrow** under (or next to) the **AutoSum** icon. You will see a drop down list displayed. Click on the **Min** command.


File
Home
Insert
Page Layout
Formulas
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Function Library
Sum
Average
Count Numbers
Max
Min
More Functions...
C8
A
B
1
2
3

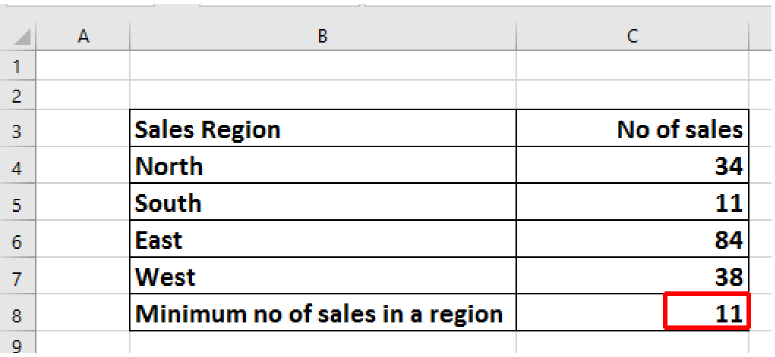
- You will see the following displayed on your screen.


Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
SUM

=MIN(C4:C7)

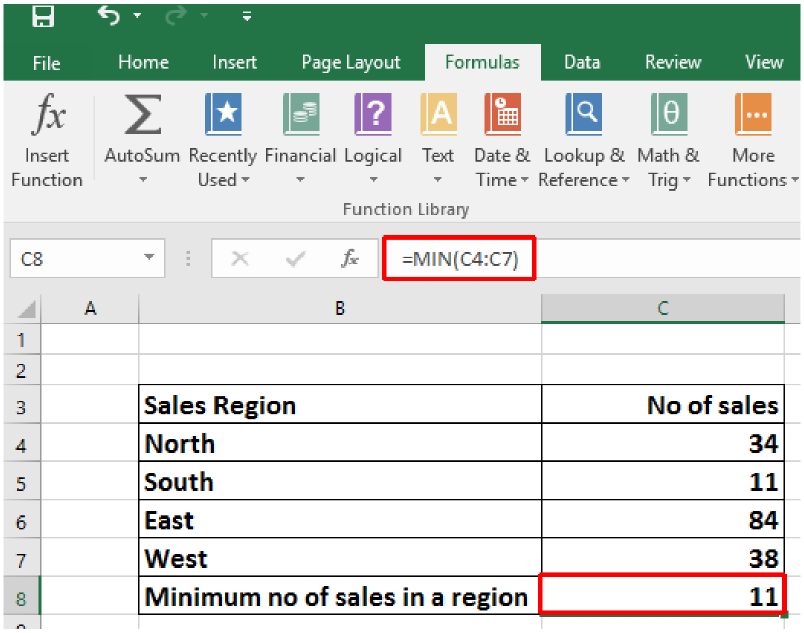
	A	B	C
1			
2			
3		**Sales Region**	**No of sales**
4		**North**	**34**
5		**South**	**11**
6		**East**	**84**
7		**West**	**38**
8		**Minimum no of sales in a region**	**=MIN(C4:C7)**

- Press the **Enter** key and you will see the minimum value displayed in cell **C8**.



	A	B	C
1			
2			
3		**Sales Region**	**No of sales**
4		**North**	**34**
5		**South**	**11**
6		**East**	**84**
7		**West**	**38**
8		**Minimum no of sales in a region**	**11**
9			

- Click on cell **C8**, and you will see the function displayed in the bar just above your worksheet.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
C8
A
B
C

=MIN(C4:C7)

	A	B	C
1			
2			
3		Sales Region	No of sales
4		North	34
5		South	11
6		East	84
7		West	38
8		Minimum no of sales in a region	11

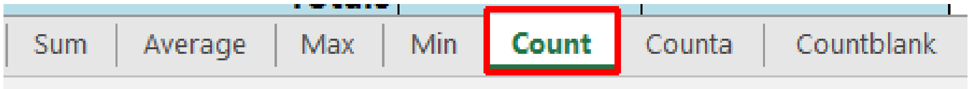
As you can see the function is:

=MIN(C4:C7)

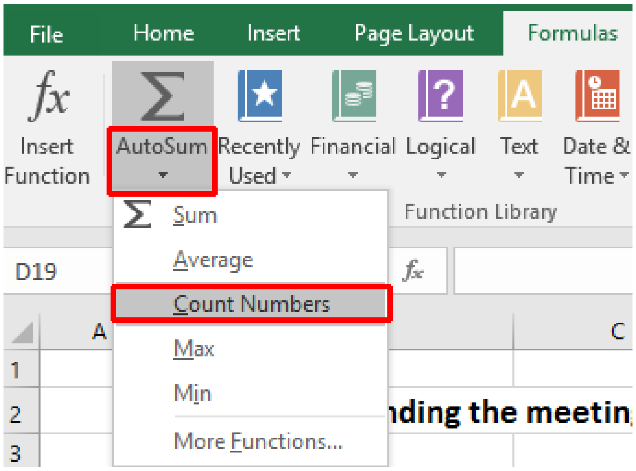
- This function tells Excel to display the minimum value within the range **C4:C7**.

Count function

- The **Count** function will count up the number of cells which contain numbers.
- Click on the **Count** worksheet tab.


Sum
Average
Max
Min
Count
Counta
Countblank

- Click on cell **C19**. In this cell we want to display the number of cells in the column above that contain a number.
- Click on the **Formulas** tab and within the **Function Library** group click on the **down arrow** under (or next to) the **AutoSum** icon. You will see a drop down list displayed. Click on the **Count Numbers** command.


File
Home
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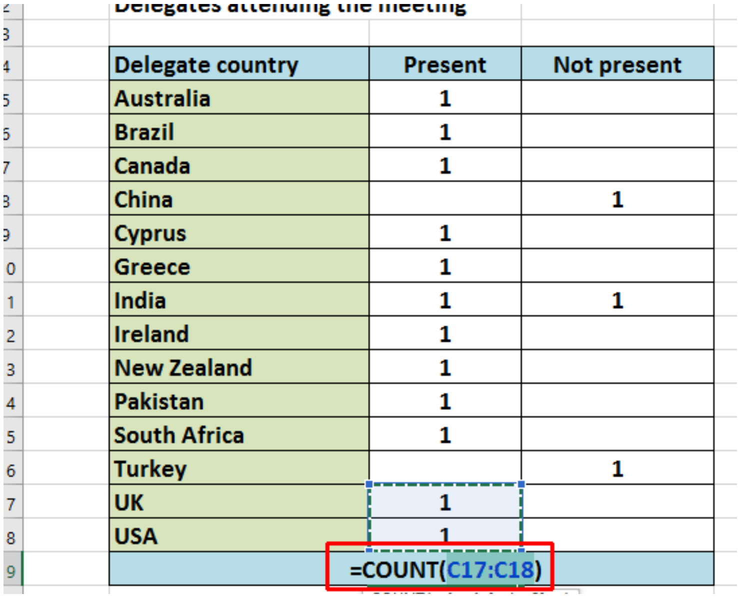
Page Layout
Formulas
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Function Library
Sum
Average
Count Numbers
Max
Min
More Functions...
D19
A
C
1
2
3
nding the meetin

- You will see the following displayed on your screen.



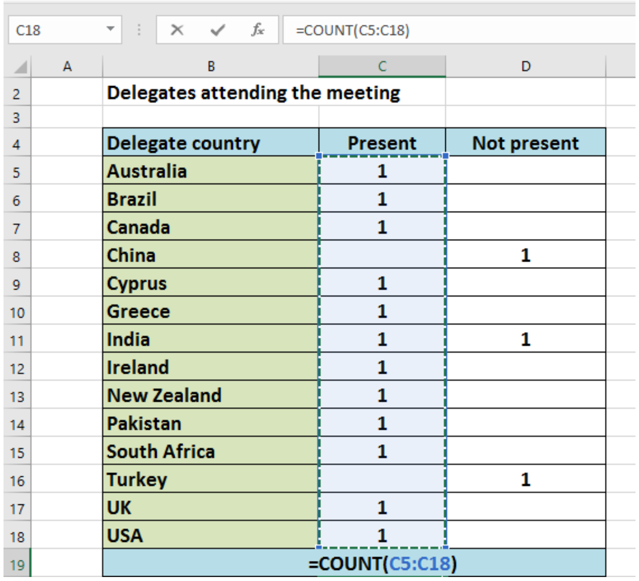
Delegates attending the meeting

Delegate country	Present	Not present
Australia	1	
Brazil	1	
Canada	1	
China		1
Cyprus	1	
Greece	1	
India	1	1
Ireland	1	
New Zealand	1	
Pakistan	1	
South Africa	1	
Turkey		1
UK	1	
USA	1	
	=COUNT(C17:C18)	

- **WARNING**: In all the previous examples, there was a column containing values immediately above the cell into which we inserted the function. In this case some of the cells within the column are empty and Excel, as you can see, has only applied the Count function to the range C17:C18. The reason for this is that the next cell up, i.e. cell C16 is empty.

  We need to tell Excel that the range we are interested in actually extends from C5:C18.

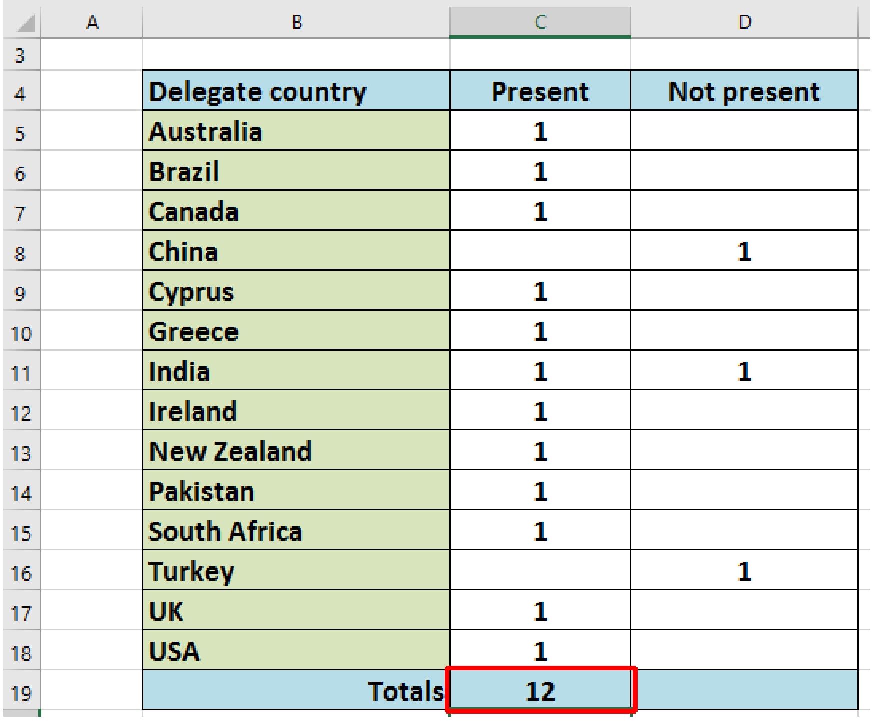
  To do this, click on cell C18 and while holding down the mouse button drag up to cell C5. Then release the mouse button. Your screen should now look like this.



Delegates attending the meeting

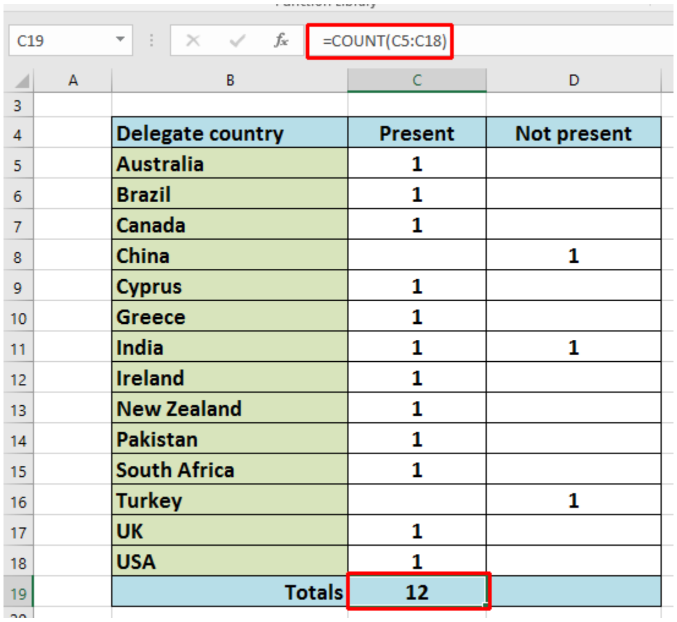
Delegate country	Present	Not present
Australia	1	
Brazil	1	
Canada	1	
China		1
Cyprus	1	
Greece	1	
India	1	1
Ireland	1	
New Zealand	1	
Pakistan	1	
South Africa	1	
Turkey		1
UK	1	
USA	1	
	=COUNT(C5:C18)	

- Press the **Enter** key and you will see the count value displayed in cell **C19**.



Delegate country	Present	Not present
Australia	1	
Brazil	1	
Canada	1	
China		1
Cyprus	1	
Greece	1	
India	1	1
Ireland	1	
New Zealand	1	
Pakistan	1	
South Africa	1	
Turkey		1
UK	1	
USA	1	
Totals	12	

- Click on cell **C19**, and you will see the function displayed in the bar just above your worksheet.



=COUNT(C5:C18)

	A	B	C	D
3				
4		Delegate country	Present	Not present
5		Australia	1	
6		Brazil	1	
7		Canada	1	
8		China		1
9		Cyprus	1	
10		Greece	1	
11		India	1	1
12		Ireland	1	
13		New Zealand	1	
14		Pakistan	1	
15		South Africa	1	
16		Turkey		1
17		UK	1	
18		USA	1	
19		Totals	12	

As you can see the function is:

=COUNT(C5:C18)

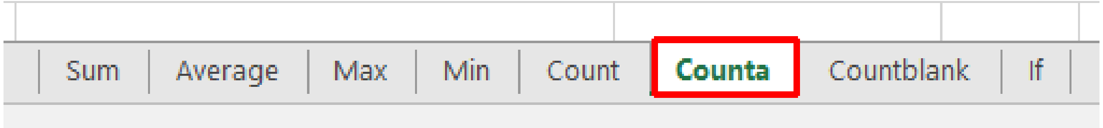
- This function tells Excel to display the number of cells containing a value within the range **C5:C18**.

  NOTE: If you made a mistake, click on cell **C19** and press the **Del** key. Then try again.

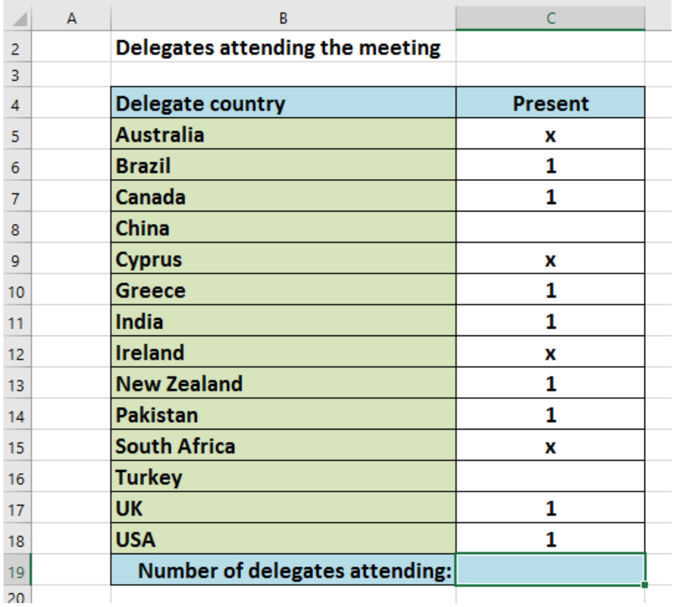
- Use the same technique to count up the number of people who could not attend, and display the value in cell **D19**.

The COUNTA function

- Used to count the number of cells within a range that are not empty.
- Click on the **Counta** worksheet tab.



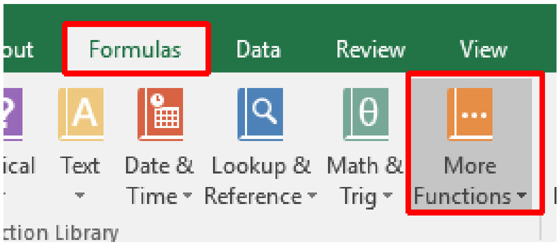
- You will see data that contains a mixture of numbers (1) and letters (x).



Delegates attending the meeting

Delegate country	Present
Australia	x
Brazil	1
Canada	1
China	
Cyprus	x
Greece	1
India	1
Ireland	x
New Zealand	1
Pakistan	1
South Africa	x
Turkey	
UK	1
USA	1
Number of delegates attending:	

- The Count function would only count up the number of cells containing numbers, whereas Counta will count the number of cells containing numbers and letters.
- Click on cell **C19**.
- Click on the **More Functions** icon (contained within the **Function Library** section of the **Formulas** tab).


out
Formulas
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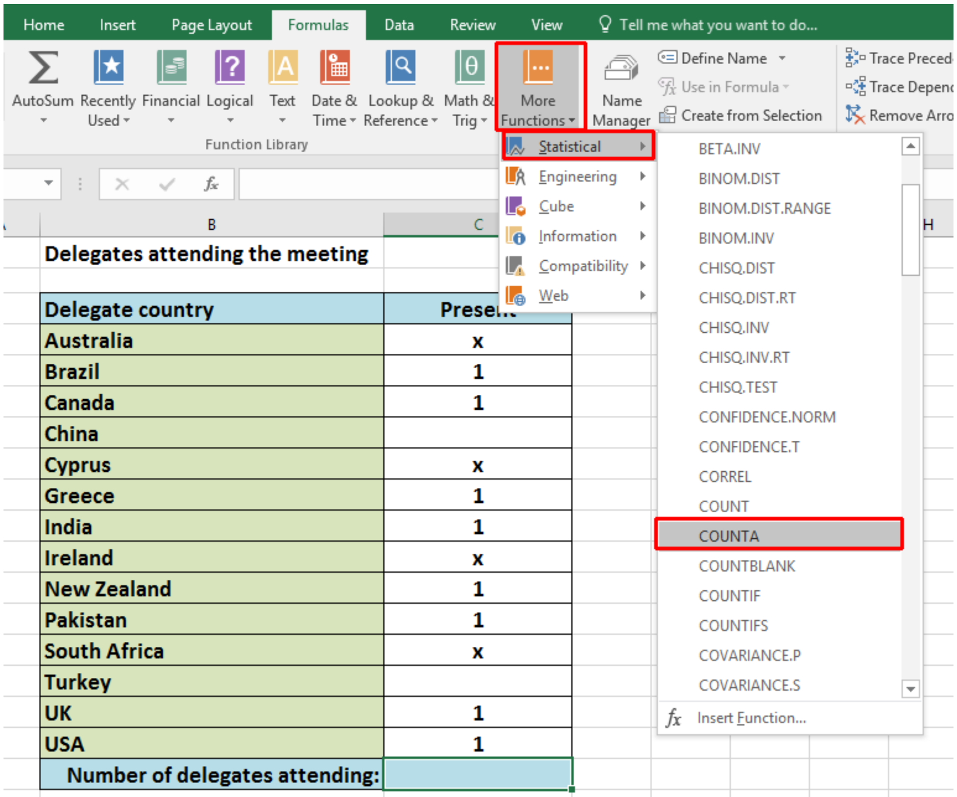
Lookup & Reference
Math & Trig
More Functions
ction Library

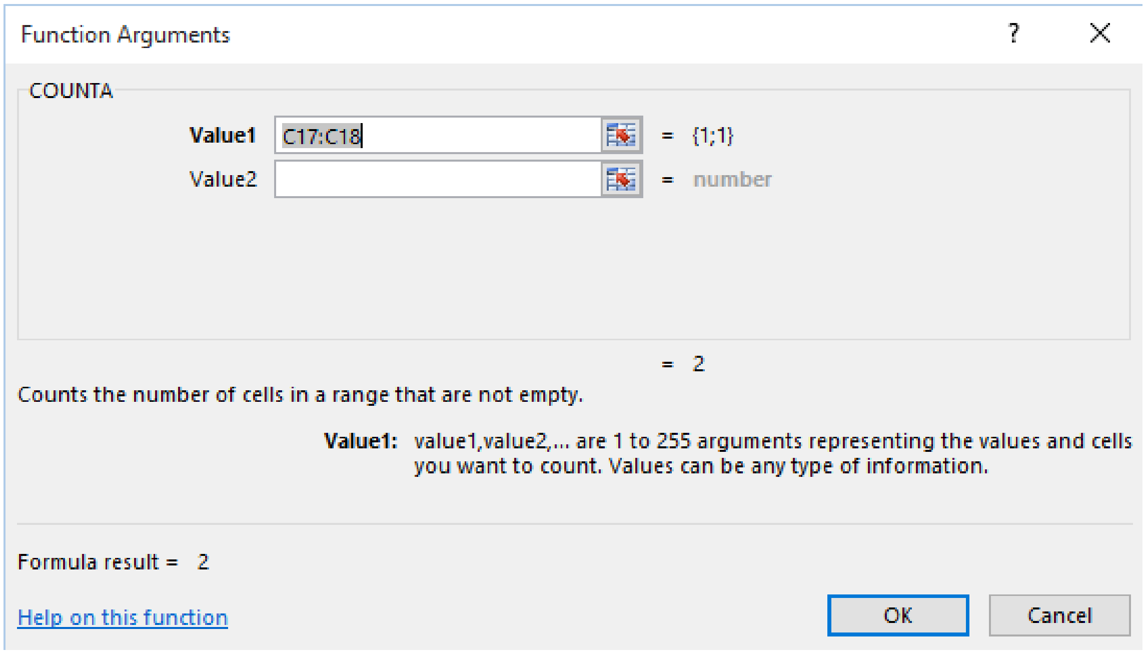
- From the drop down displayed, select **Statistical**. From the submenu select **Counta**.


Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Name Manager
Define Name
Use in Formula
Create from Selection
Trace Preced
Trace Depend
Remove Arro
Function Library
Statistical
Engineering
Cube
Information
Compatibility
Web
BETA.INV
BINOM.DIST
BINOM.DIST.RANGE
BINOM.INV
CHISQ.DIST
CHISQ.DIST.RT
CHISQ.INV
CHISQ.INV.RT
CHISQ.TEST
CONFIDENCE.NORM
CONFIDENCE.T
CORREL
COUNT
COUNTA
COUNTBLANK
COUNTIF
COUNTIFS
COVARIANCE.P
COVARIANCE.S
Insert Function...
B
C
H

Delegates attending the meeting

Delegate country	Prese
Australia	x
Brazil	1
Canada	1
China	
Cyprus	x
Greece	1
India	1
Ireland	x
New Zealand	1
Pakistan	1
South Africa	x
Turkey	
UK	1
USA	1
Number of delegates attending:	

- This will display the **Function Arguments** dialog box, as illustrated.


Function Arguments
?
OK
Cancel

COUNTA

Value1 C17:C18 = {1;1}

Value2 = number

= 2

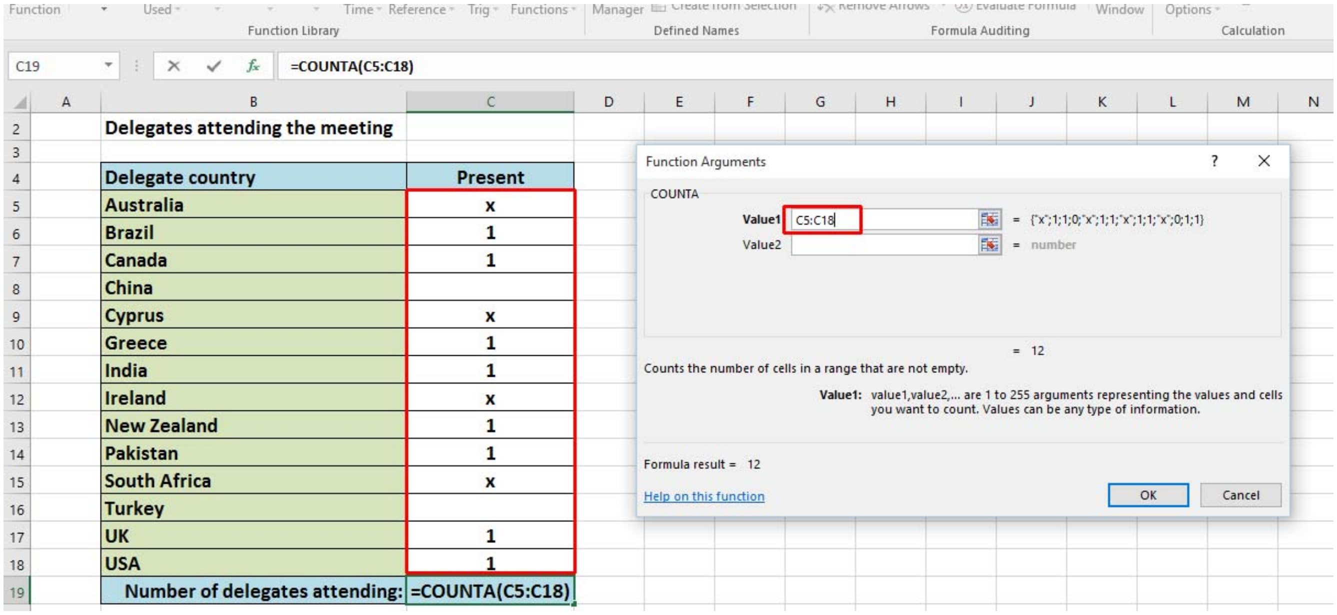
Counts the number of cells in a range that are not empty.

Value1: value1,value2,... are 1 to 255 arguments representing the values and cells you want to count. Values can be any type of information.

Formula result = 2

Help on this function

- If necessary move the dialog box to one side and then select the cell range **C5:C18**, as illustrated.


Function
Used
Time
Reference
Trig
Functions
Function Library
Manager
Create from Selection
Defined Names
Remove Arrows
Evaluate Formula
Formula Auditing
Window
Options
Calculation
C19
A B C D E F G H I J K L M N

=COUNTA(C5:C18)

Delegates attending the meeting

Delegate country	Present
Australia	x
Brazil	1
Canada	1
China	
Cyprus	x
Greece	1
India	1
Ireland	x
New Zealand	1
Pakistan	1
South Africa	x
Turkey	
UK	1
USA	1
Number of delegates attending:	=COUNTA(C5:C18)

Function Arguments

COUNTA

Value1 C5:C18 = {"x";1;1;0;"x";1;1;"x";1;1;"x";0;1;1}

Value2 = number

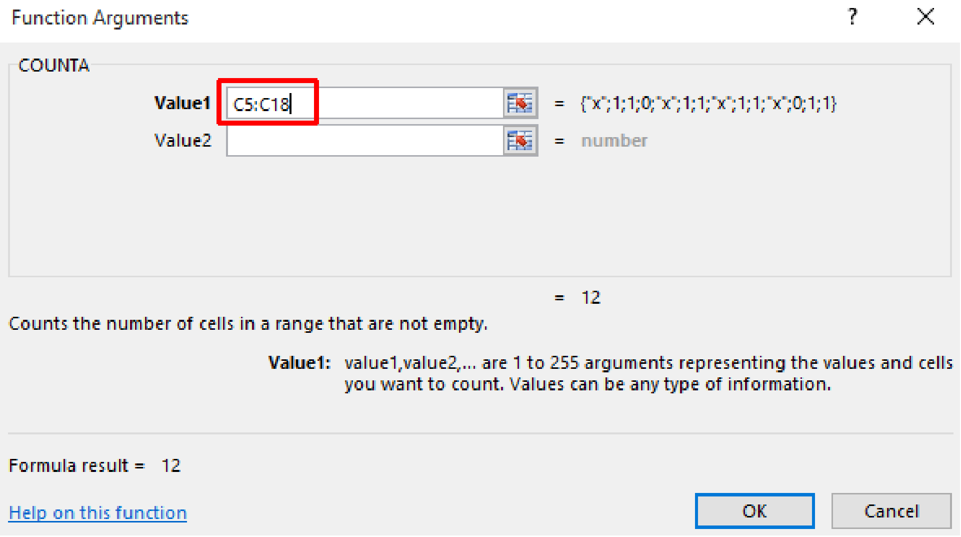
= 12

Counts the number of cells in a range that are not empty.

Value1: value1,value2,... are 1 to 255 arguments representing the values and cells you want to count. Values can be any type of information.

Formula result = 12

- The **Function Argument** dialog box will look like this.


?
OK
Cancel
Help on this function

Function Arguments

COUNTA

Value1 C5:C18 = {"x";1;1;0;"x";1;1;"x";1;1;"x";0;1;1}

Value2 = number

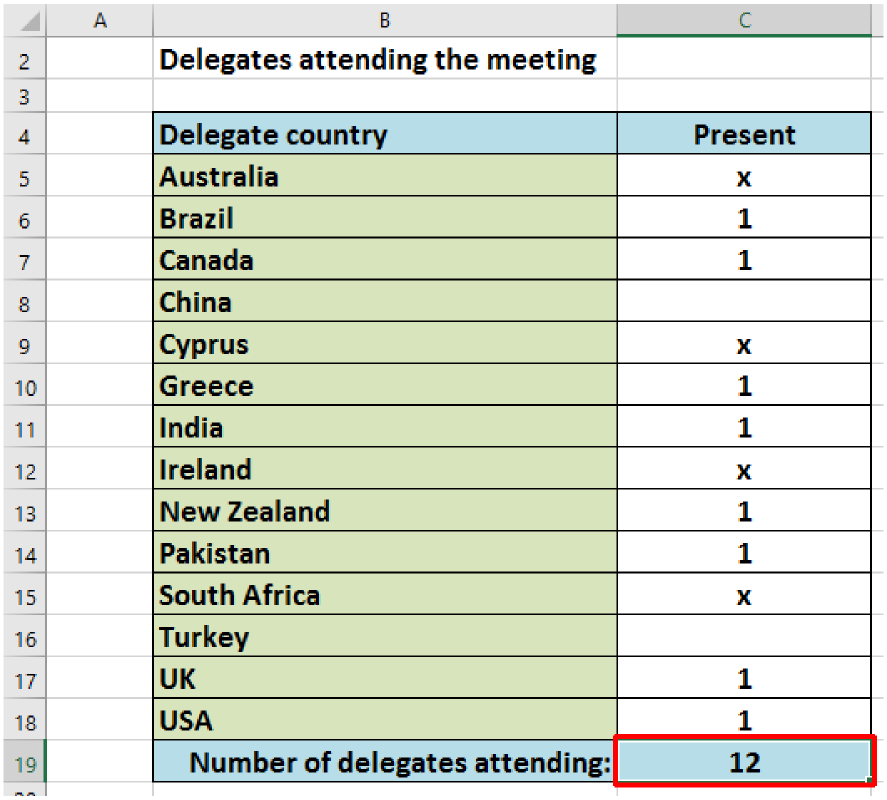
= 12

Counts the number of cells in a range that are not empty.

Value1: value1,value2,... are 1 to 255 arguments representing the values and cells you want to count. Values can be any type of information.

Formula result = 12

- Click on the **OK** button and you will see the following.

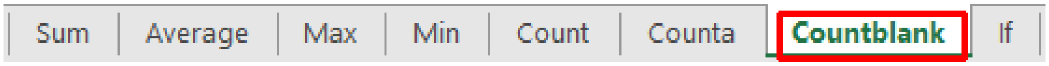


	A	B	C
2		Delegates attending the meeting	
3			
4		Delegate country	Present
5		Australia	x
6		Brazil	1
7		Canada	1
8		China	
9		Cyprus	x
10		Greece	1
11		India	1
12		Ireland	x
13		New Zealand	1
14		Pakistan	1
15		South Africa	x
16		Turkey	
17		UK	1
18		USA	1
19		Number of delegates attending:	12

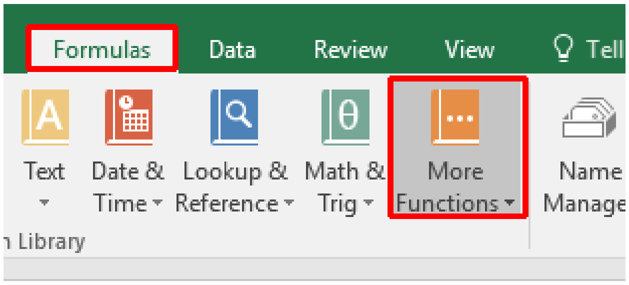
- As you can see the function has counted every instance of a number or letter within the specified cell range.

The COUNTBLANK function

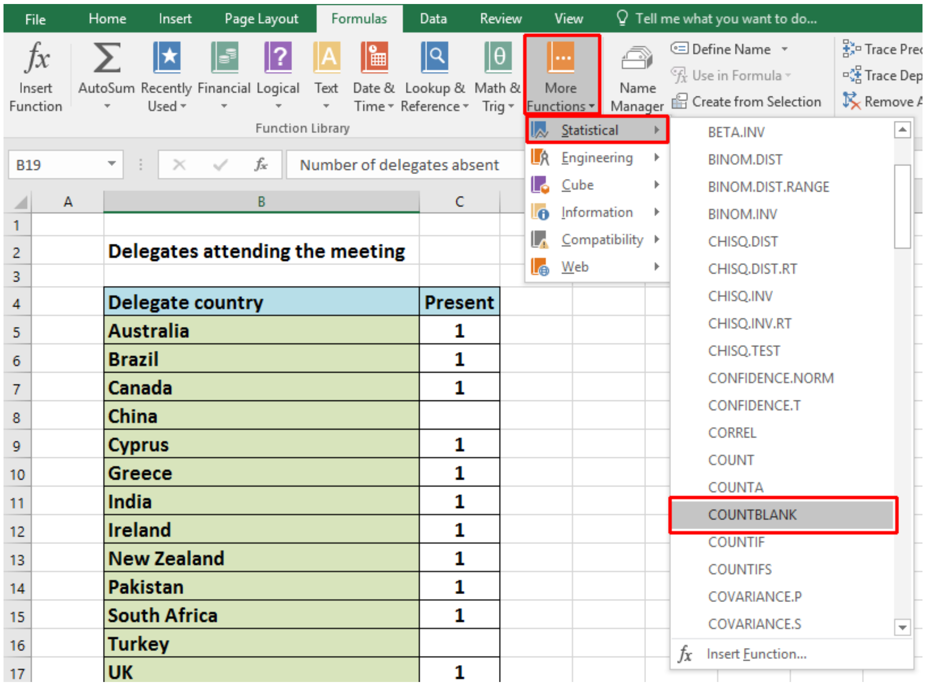
- Used to count empty cells within a cell range.
- Click on the **Countblank** worksheet tab.



- Click on cell **C19**.
- Click on the **More Functions** icon (contained within the **Function Library** section of the **Formulas** tab).


Formulas
Data
Review
View
Tell
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Name Manage
Library

- From the drop down displayed, select **Statistical**. From the submenu select **Countblank**. You may have to scroll down the list to see this function.


File
Home
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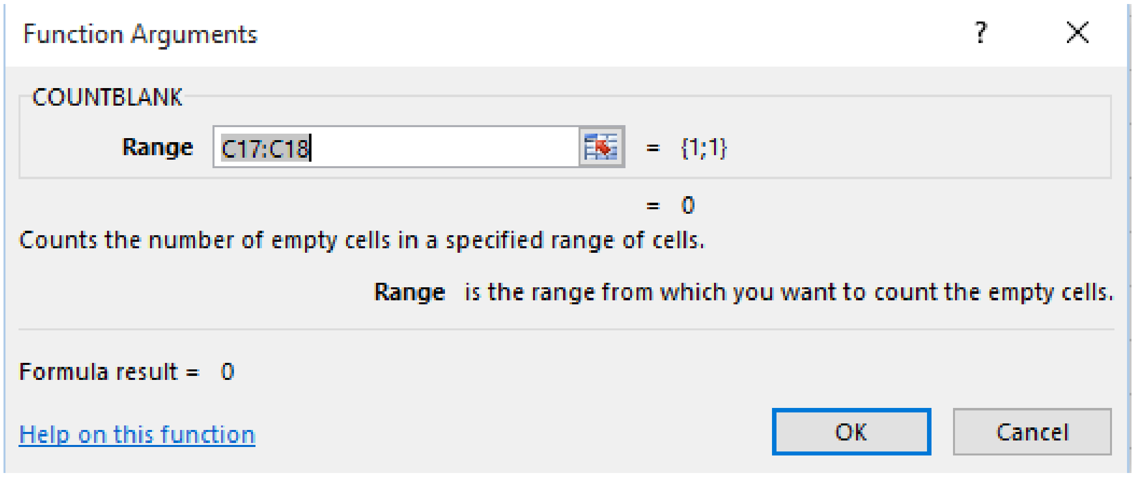
Formulas
Data
Review
View
Tell me what you want to do...
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Name Manager
Define Name
Use in Formula
Create from Selection
Trace Prec
Trace Dep
Remove A
Function Library
Statistical
Engineering
Cube
Information
Compatibility
Web
BETA.INV
BINOM.DIST
BINOM.DIST.RANGE
BINOM.INV
CHISQ.DIST
CHISQ.DIST.RT
CHISQ.INV
CHISQ.INV.RT
CHISQ.TEST
CONFIDENCE.NORM
CONFIDENCE.T
CORREL
COUNT
COUNTA
COUNTBLANK
COUNTIF
COUNTIFS
COVARIANCE.P
COVARIANCE.S
Insert Function...

B19 Number of delegates absent

	A	B	C
1			
2		Delegates attending the meeting	
3			
4		Delegate country	Present
5		Australia	1
6		Brazil	1
7		Canada	1
8		China	
9		Cyprus	1
10		Greece	1
11		India	1
12		Ireland	1
13		New Zealand	1
14		Pakistan	1
15		South Africa	1
16		Turkey	
17		UK	1

- This will display the **Function Arguments** dialog box, as illustrated.


Function Arguments
?
×

COUNTBLANK

Range C17:C18 = {1;1}

= 0

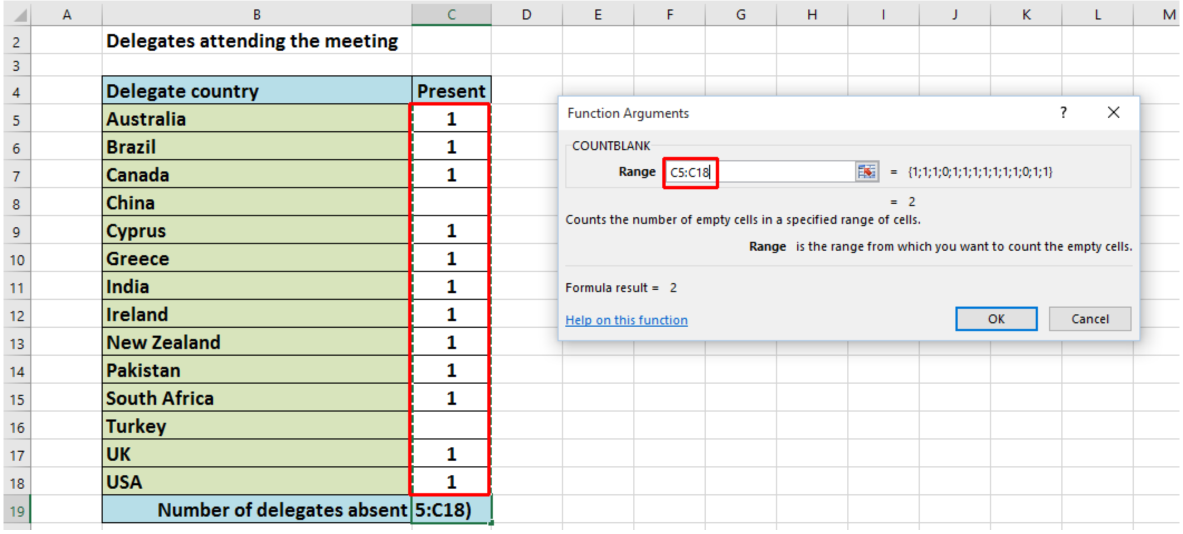
Counts the number of empty cells in a specified range of cells.

Range is the range from which you want to count the empty cells.

Formula result = 0

Help on this function
OK
Cancel

- If necessary move the dialog box to one side and then select the cell range **C5:C18**, as illustrated.


A
B
C
D
E
F
G
H
I
J
K
L
M

	B	C
2	**Delegates attending the meeting**	
3		
4	**Delegate country**	**Present**
5	**Australia**	**1**
6	**Brazil**	**1**
7	**Canada**	**1**
8	**China**	
9	**Cyprus**	**1**
10	**Greece**	**1**
11	**India**	**1**
12	**Ireland**	**1**
13	**New Zealand**	**1**
14	**Pakistan**	**1**
15	**South Africa**	**1**
16	**Turkey**	
17	**UK**	**1**
18	**USA**	**1**
19	**Number of delegates absent**	**5:C18)**

Function Arguments
?
×

COUNTBLANK

Range C5:C18 = {1;1;1;0;1;1;1;1;1;1;1;0;1;1}

= 2

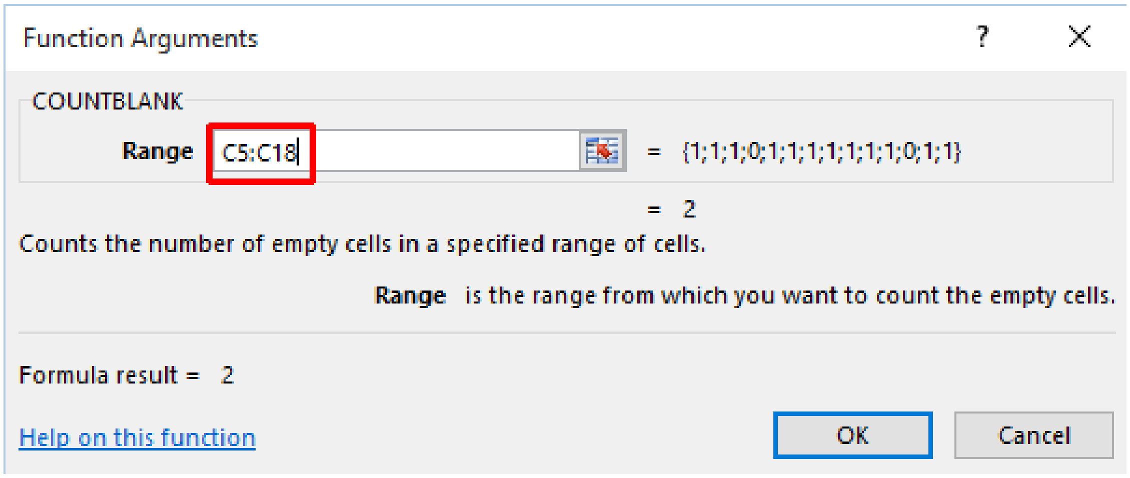
Counts the number of empty cells in a specified range of cells.

Range is the range from which you want to count the empty cells.

Formula result = 2

Help on this function
OK
Cancel

- The **Function Argument** dialog box will look like this.


Function Arguments
?
X
OK
Cancel
Help on this function

COUNTBLANK

Range C5:C18 = {1;1;1;0;1;1;1;1;1;1;1;0;1;1}

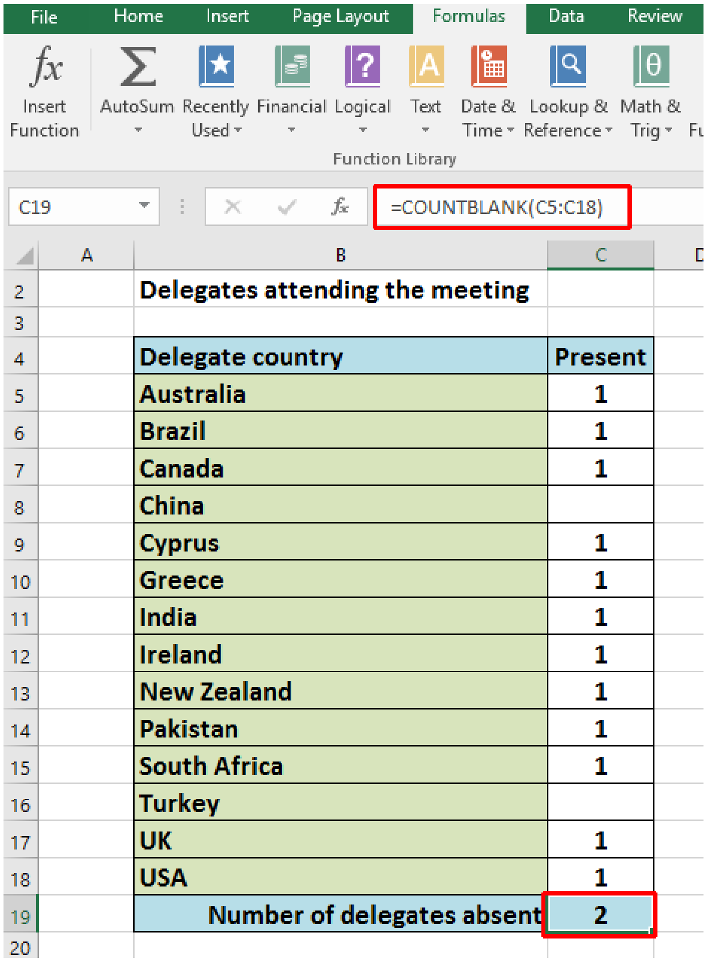
= 2

Counts the number of empty cells in a specified range of cells.

Range is the range from which you want to count the empty cells.

Formula result = 2

- Click on the **OK** button.
- Click on cell **C18** and you will see the following.


File
Home
Insert
Page Layout
Formulas
Data
Review
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
Fu
Function Library

C19 =COUNTBLANK(C5:C18)

	A	B	C
2		**Delegates attending the meeting**	
3			
4		**Delegate country**	**Present**
5		**Australia**	**1**
6		**Brazil**	**1**
7		**Canada**	**1**
8		**China**	
9		**Cyprus**	**1**
10		**Greece**	**1**
11		**India**	**1**
12		**Ireland**	**1**
13		**New Zealand**	**1**
14		**Pakistan**	**1**
15		**South Africa**	**1**
16		**Turkey**	
17		**UK**	**1**
18		**USA**	**1**
19		**Number of delegates absent**	**2**
20			

- As you can see the function has counted every instance of an empty cell within the specified cell range.

What are 'IF functions'?

- Excel has a number of functions which allow us to evaluate values and make decisions based on the result of the evaluation. The **IF( ) FUNCTION** is one of these.

  IF( ) SYNTAX
  The format (Syntax) of the IF( ) function is as follows:
  IF(LOGICAL_TEST, ACTION_IF_TRUE, ACTION_IF_FALSE)

  LOGICAL_TEST
  The logical_test evaluates an expression to see if it passes the test, i.e. is TRUE or does not pass the test, i.e. is FALSE

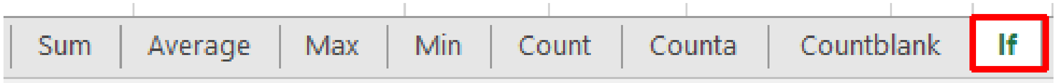
Logical operators		**Values for Evaluation** **A=10 B=5** **C=15 D=10**	**Result**
	= (Equal to)	A=B	FALSE
		A=D	TRUE
	> (Greater than)	A>B	TRUE
		A>C	FALSE
	< (Less than)	A<B	FALSE
		A<C	TRUE
	>= (Greater than or Equal to)	A>=B	TRUE
		A>=D	TRUE
		A>=C	FALSE
	<= (Less than or Equal to)	A<=B	FALSE
		A<=C	TRUE
		A<=D	TRUE

- **ACTION_IF_TRUE**
  Action_if_true can be a value or an operation. Whichever, the result is placed in the cell which contains the IF( ) Function if the logical_test is true.

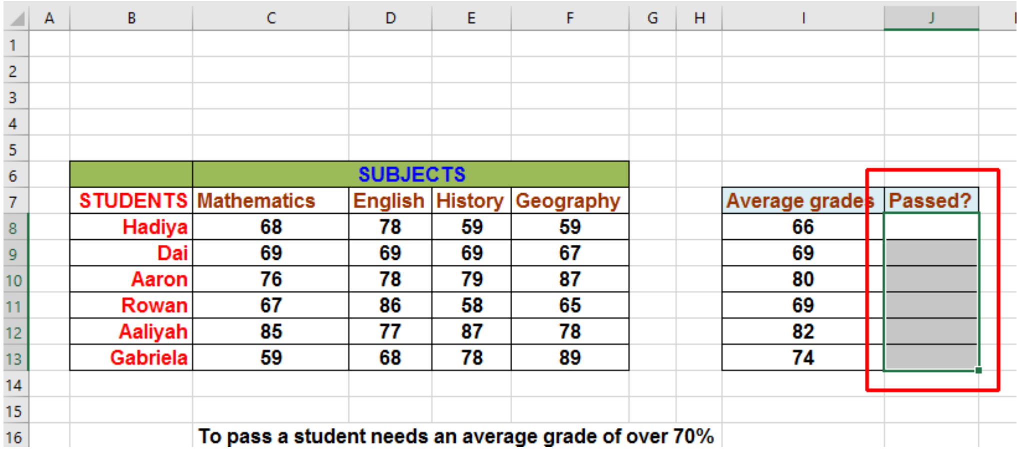
  ACTION_IF_FALSE
  Action_if_false can be a value or an operation. Whichever, the result is placed in the cell which contains the IF( ) Function if the logical_test is false.

Using the IF function

- Click on the **If** worksheet tab.



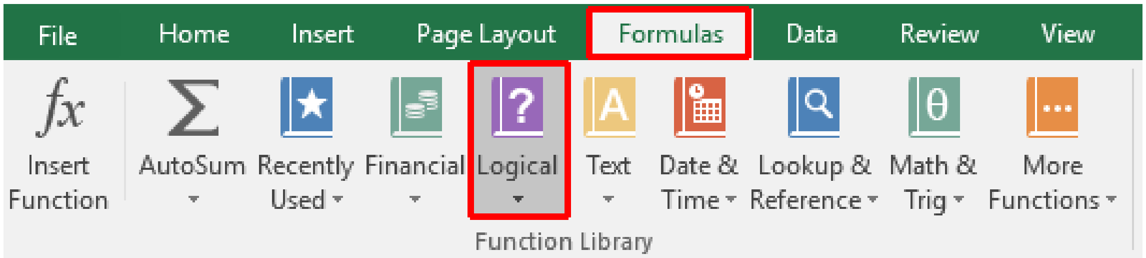
- In cells **J8:J13** we need to display the word **PASS** or **FAIL**, depending on whether the average is over **70%.**



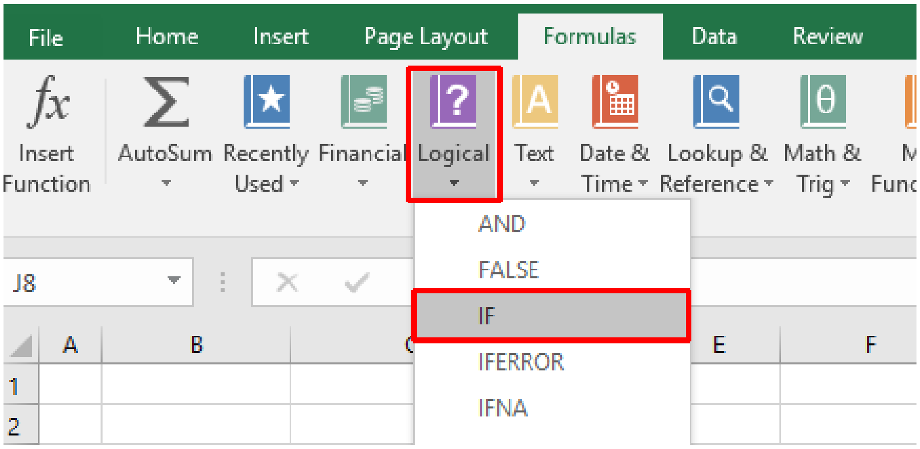
	SUBJECTS					
STUDENTS	Mathematics	English	History	Geography	Average grades	Passed?
Hadiya	68	78	59	59	66	
Dai	69	69	69	67	69	
Aaron	76	78	79	87	80	
Rowan	67	86	58	65	69	
Aaliyah	85	77	87	78	82	
Gabriela	59	68	78	89	74	

To pass a student needs an average grade of over 70%

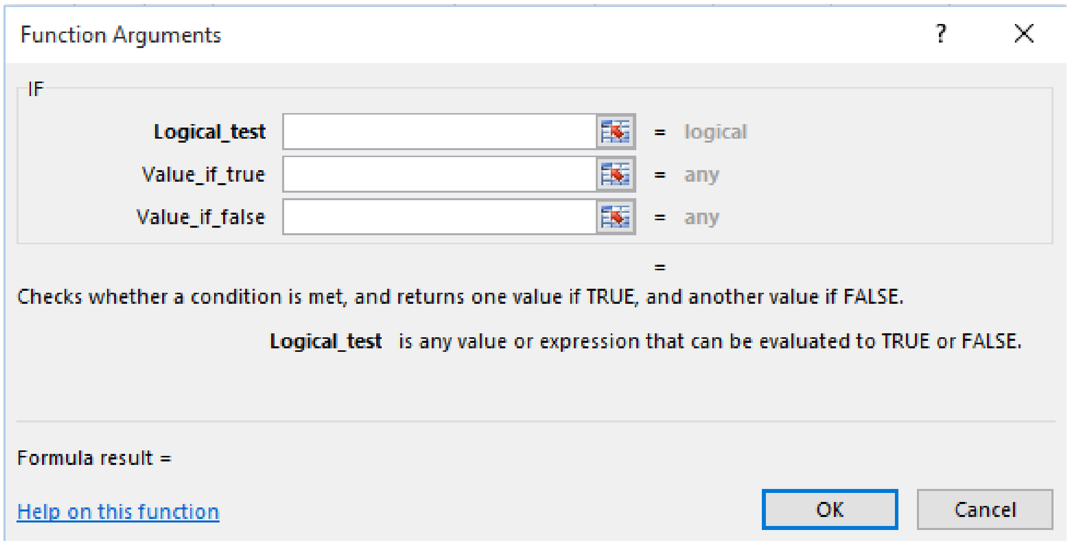
- Click on the cell **J8**.
- Click on the **Logical** icon within the **Function Library** group of the **Formulas** tab.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library

- This will display a drop down list. Select the **IF** command.


File
Home
Insert
Page Layout
Formulas
Data
Review
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
AND
FALSE
IF
IFERROR
IFNA
J8

- This will display the **Function Arguments** dialog box.



Function Arguments

IF

Logical_test = logical

Value_if_true = any

Value_if_false = any

=

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Logical_test is any value or expression that can be evaluated to TRUE or FALSE.

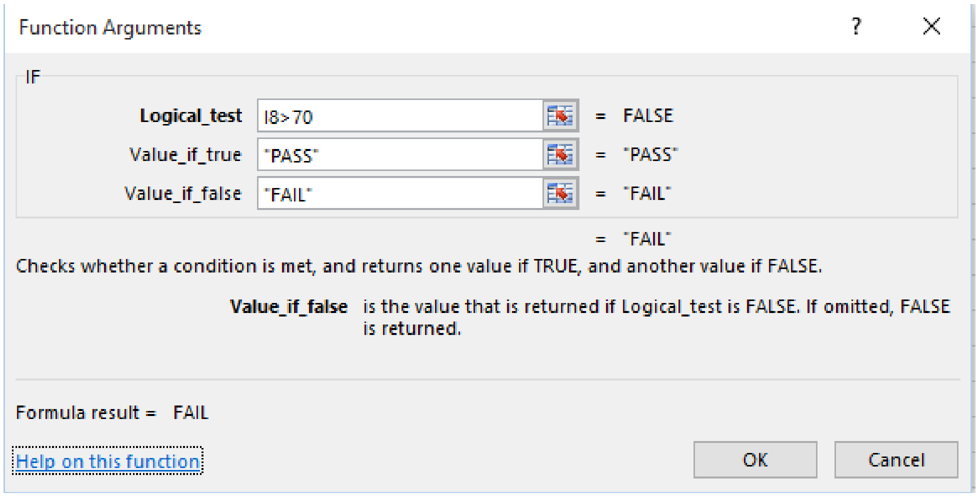
Formula result =

- In the **LOGICAL_TEST** section of the dialog box, we enter the logical test, i.e. **I8>70**

  In the **VALUE_IF_TRUE** section of the dialog box, we enter the word **PASS**.

  In the **VALUE_IF_FALSE** section of the dialog box, we enter the word **FAIL**.

- Your dialog box will now look like this.



Function Arguments

IF

Logical_test I8>70 = FALSE

Value_if_true "PASS" = "PASS"

Value_if_false "FAIL" = "FAIL"

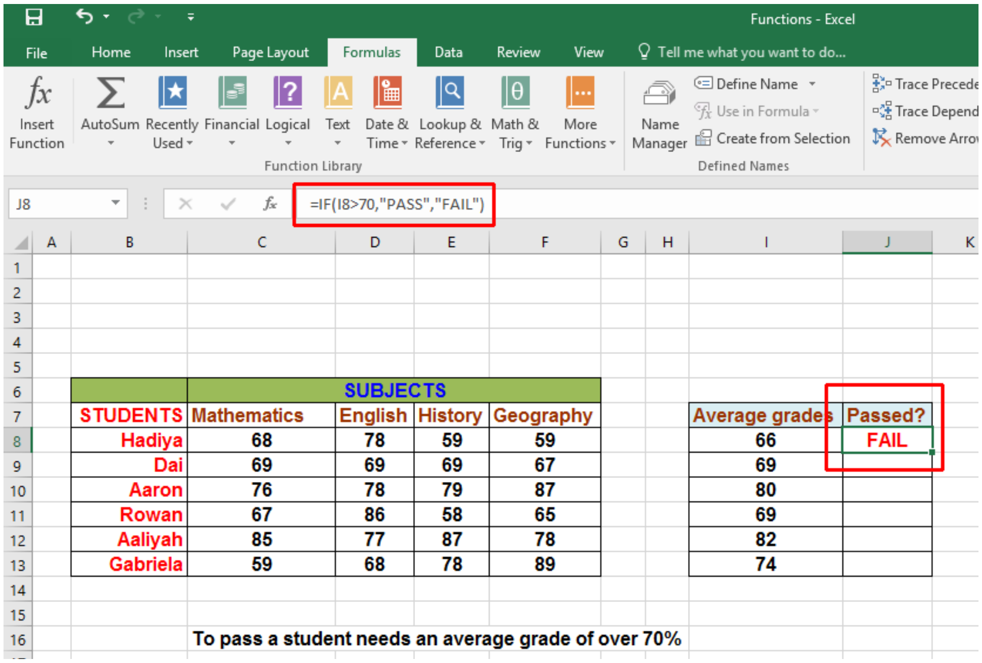
= "FAIL"

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result = FAIL

- Click on the **OK** button to continue. Your screen will now look like this.

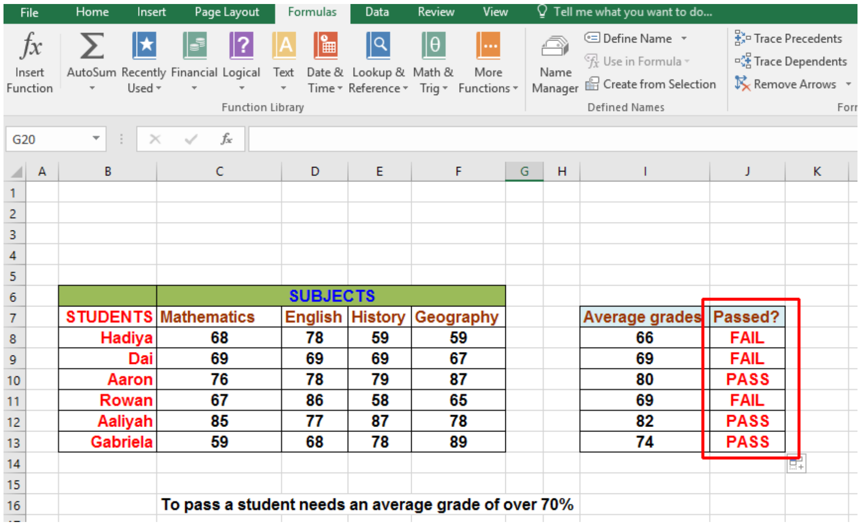

Functions - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
Name Manager
Define Name
Use in Formula
Create from Selection
Defined Names
Trace Precede
Trace Depend
Remove Arro
J8

=IF(I8>70,"PASS","FAIL")

	SUBJECTS					
STUDENTS	Mathematics	English	History	Geography	Average grades	Passed?
Hadiya	68	78	59	59	66	FAIL
Dai	69	69	69	67	69	
Aaron	76	78	79	87	80	
Rowan	67	86	58	65	69	
Aaliyah	85	77	87	78	82	
Gabriela	59	68	78	89	74	

To pass a student needs an average grade of over 70%

- Use the normal Excel drag techniques to extend this function to the cells **I9**:**J13**. Your screen will now look like this.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
Name Manager
Define Name
Use in Formula
Create from Selection
Defined Names
Trace Precedents
Trace Dependents
Remove Arrows
Forr
G20

	SUBJECTS					
STUDENTS	Mathematics	English	History	Geography	Average grades	Passed?
Hadiya	68	78	59	59	66	FAIL
Dai	69	69	69	67	69	FAIL
Aaron	76	78	79	87	80	PASS
Rowan	67	86	58	65	69	FAIL
Aaliyah	85	77	87	78	82	PASS
Gabriela	59	68	78	89	74	PASS

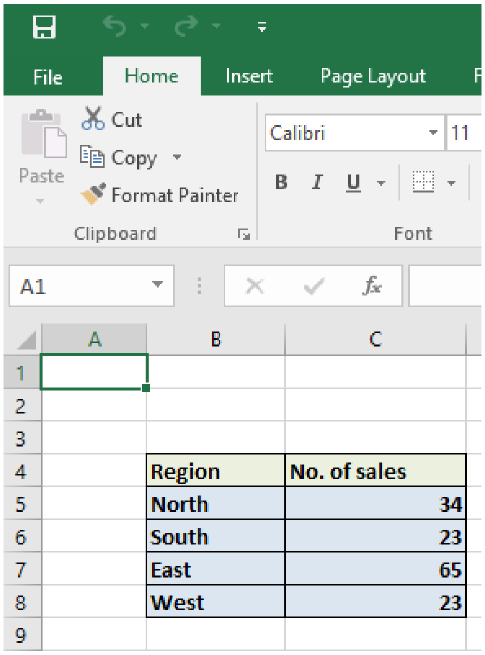
To pass a student needs an average grade of over 70%

- Save your changes and close the workbook.

Excel 2016 Charts

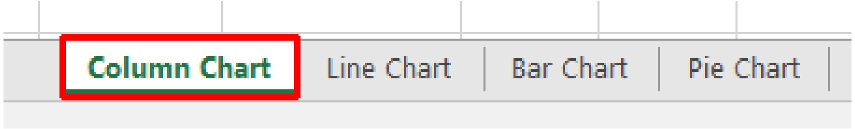
Inserting a column chart

- Open a workbook called **Chart**.


File
Home
Insert
Page Layout
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
B
I
U
Font
A1
A
B
C

Region	No. of sales
North	34
South	23
East	65
West	23

- If necessary, click on the **Column Chart** worksheet tab (at the bottom-left of your screen).


Column Chart
Line Chart
Bar Chart
Pie Chart

- Click within the table of data.
- Click on the **Insert** tab and you will see the **Charts** group displayed within the Ribbon.

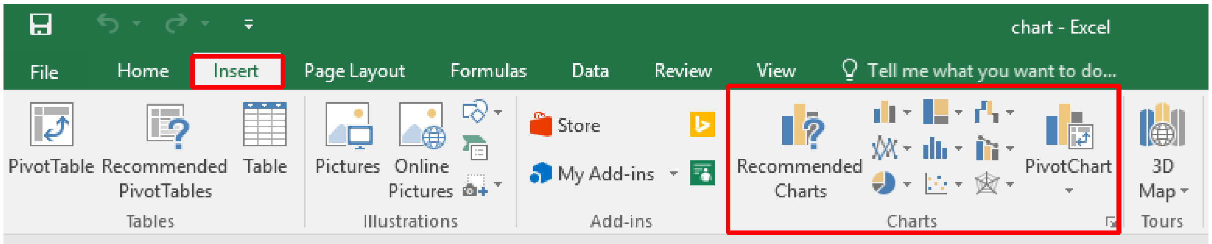
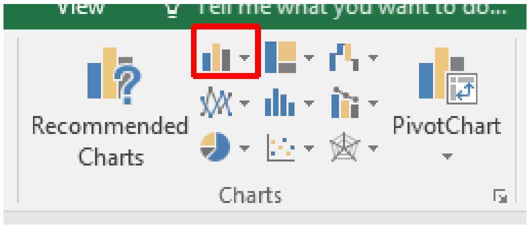
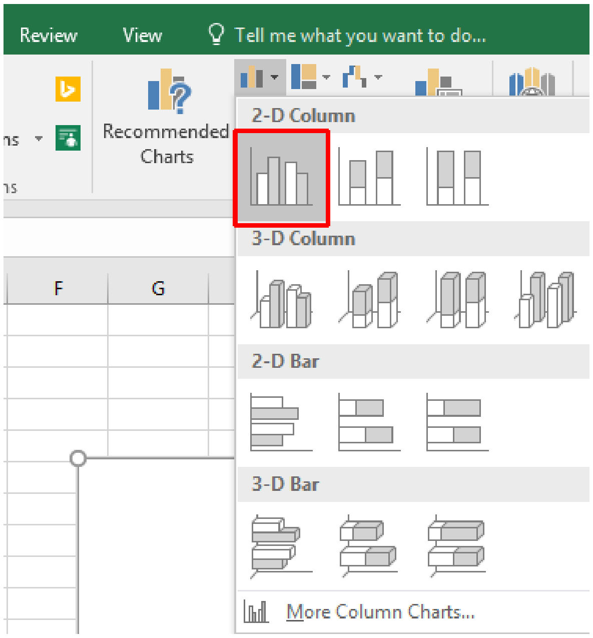


chart - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
PivotTable
Recommended PivotTables
Table
Tables
Pictures
Online Pictures
Illustrations
Store
My Add-ins
Add-ins
Recommended Charts
PivotChart
Charts
3D Map
Tours

- Click on the **Column** icon


View
Tell me what you want to do...
Recommended Charts
PivotChart
Charts

- You will see a drop down displaying a range of column chart options.


Review
View
Tell me what you want to do...
Recommended Charts
2-D Column
3-D Column
2-D Bar
3-D Bar
More Column Charts...
F
G

- Click on the first option, the **2-D Clustered** format, as illustrated and you will see the following chart inserted into your worksheet.

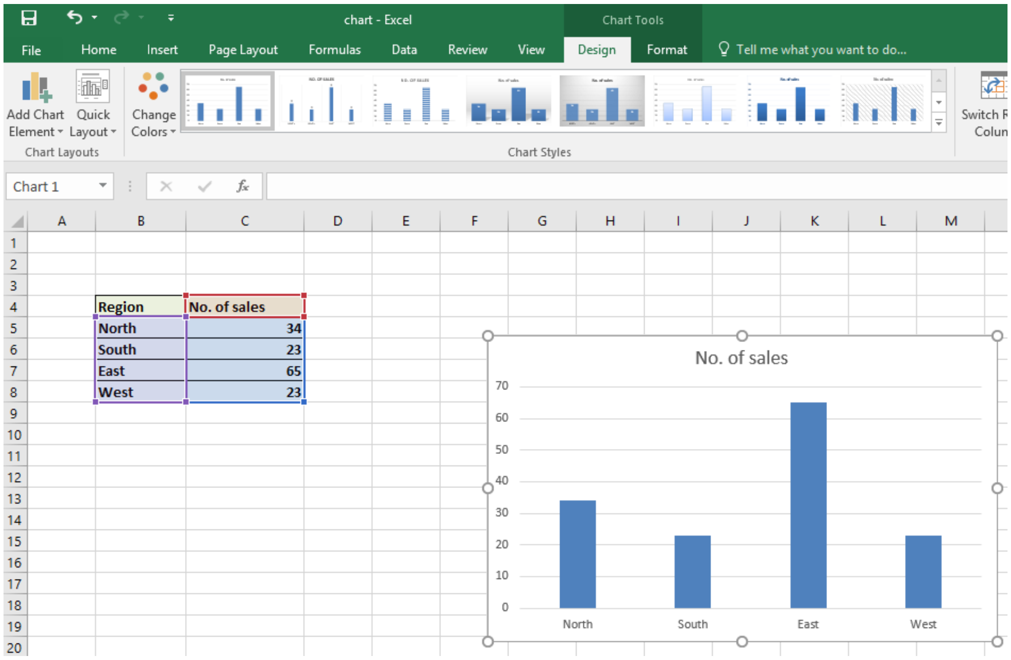


chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to do...
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch R Colun
Chart 1
No. of sales
70
60
50
40
30
20
10
0
North
South
East
West

Region	No. of sales
North	34
South	23
East	65
West	23

- Click on the **Undo** icon (top-left of your screen), and experiment with inserting other types of column chart such as a **3-D chart**, as illustrated below.

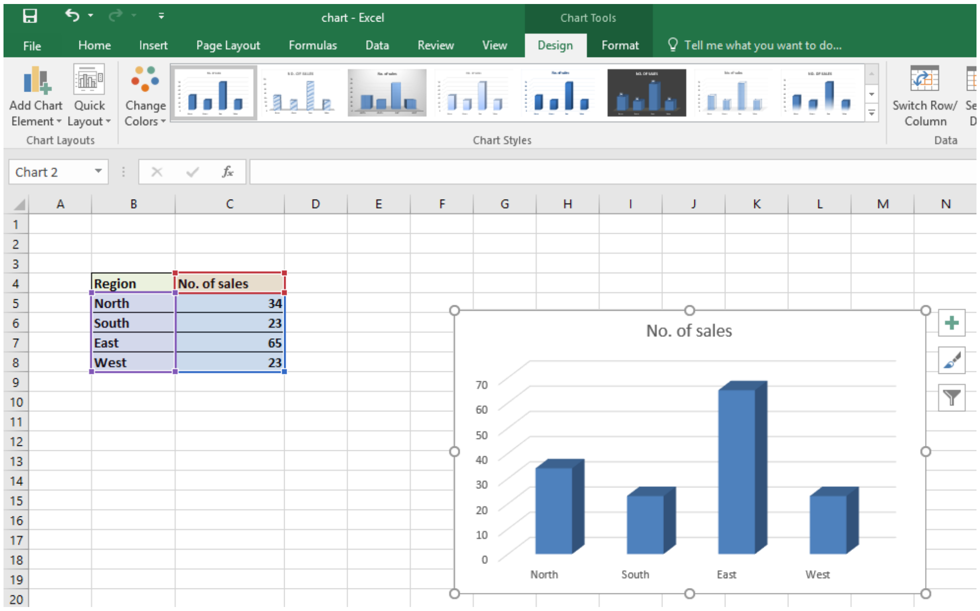
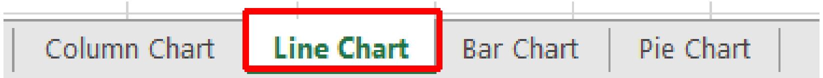


chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to do...
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch Row/ Column
Data
Chart 2
No. of sales
70
60
50
40
30
20
10
0
North
South
East
West

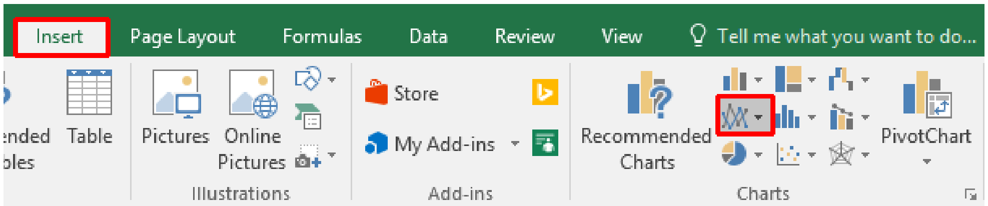
Region	No. of sales
North	34
South	23
East	65
West	23

Inserting a line chart

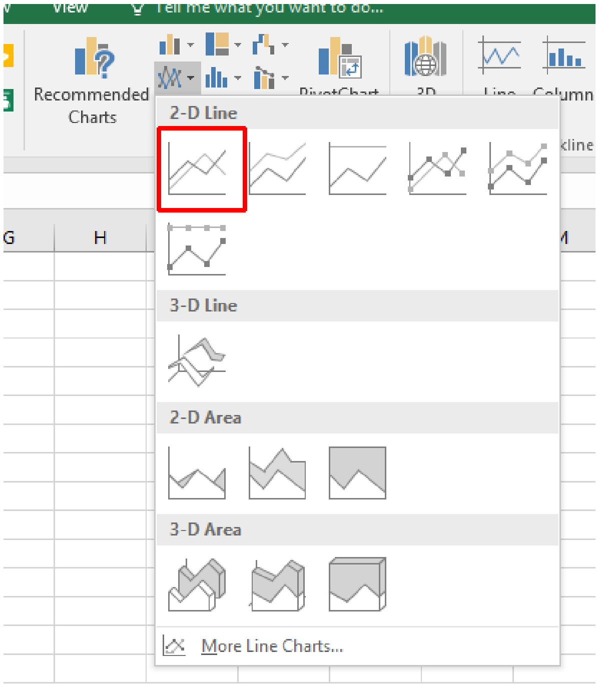
- Click on the **Line Chart** worksheet tab at the bottom of your screen.


Column Chart
Line Chart
Bar Chart
Pie Chart

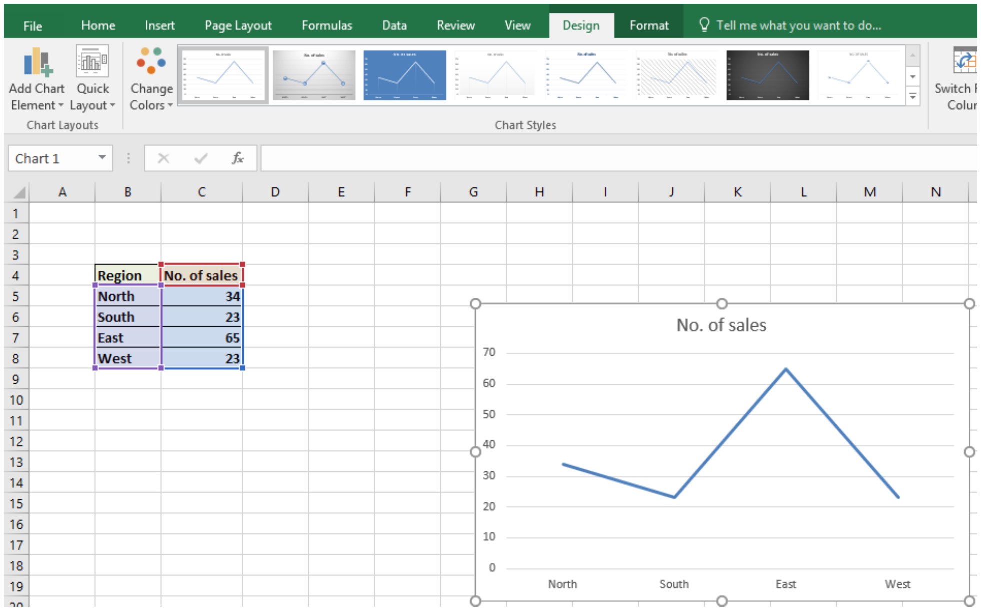
- Click within the data and then click on the **Insert** tab. Experiment with inserting different types of line chart, by clicking on the **Line** button.


Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Table
Pictures
Online Pictures
Illustrations
Store
My Add-ins
Add-ins
Recommended Charts
PivotChart
Charts

- Select from the drop down displayed.


Recommended Charts
2-D Line
3-D Line
2-D Area
3-D Area
More Line Charts...
G
H
M

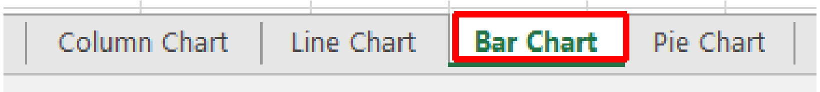
- An example is illustrated below.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to do...
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch Row/Colu
Chart 1
No. of sales
70
60
50
40
30
20
10
0
North
South
East
West

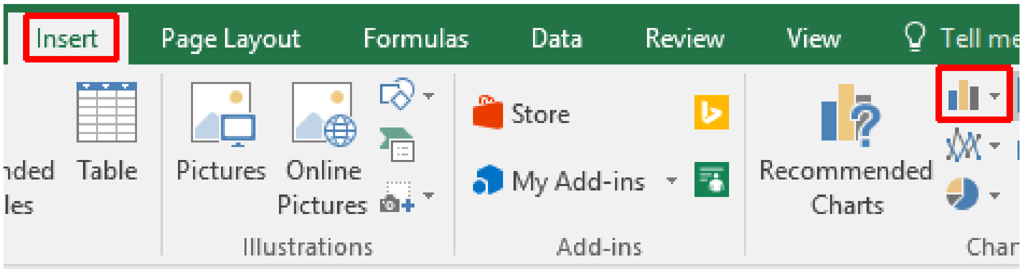
Region	No. of sales
North	34
South	23
East	65
West	23

Inserting a bar chart

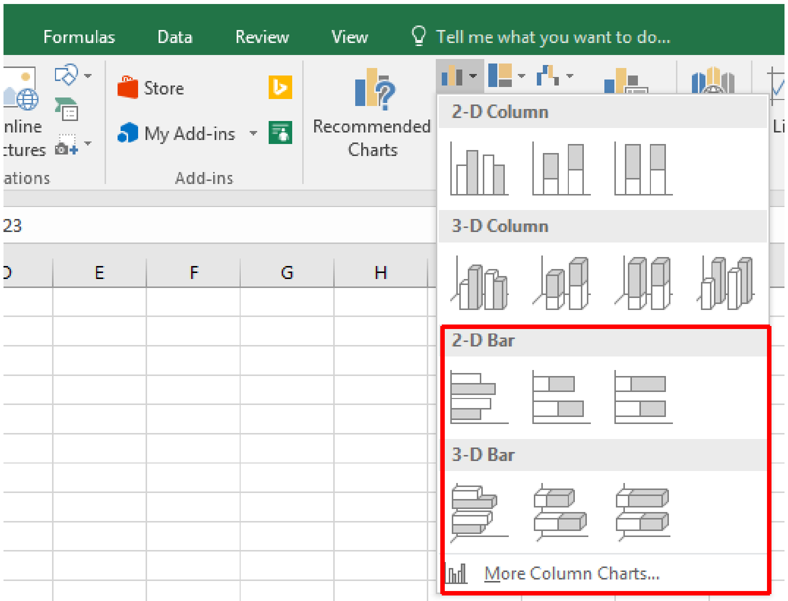
- Click on the **Bar Chart** worksheet tab at the bottom of your screen.


Column Chart
Line Chart
Bar Chart
Pie Chart

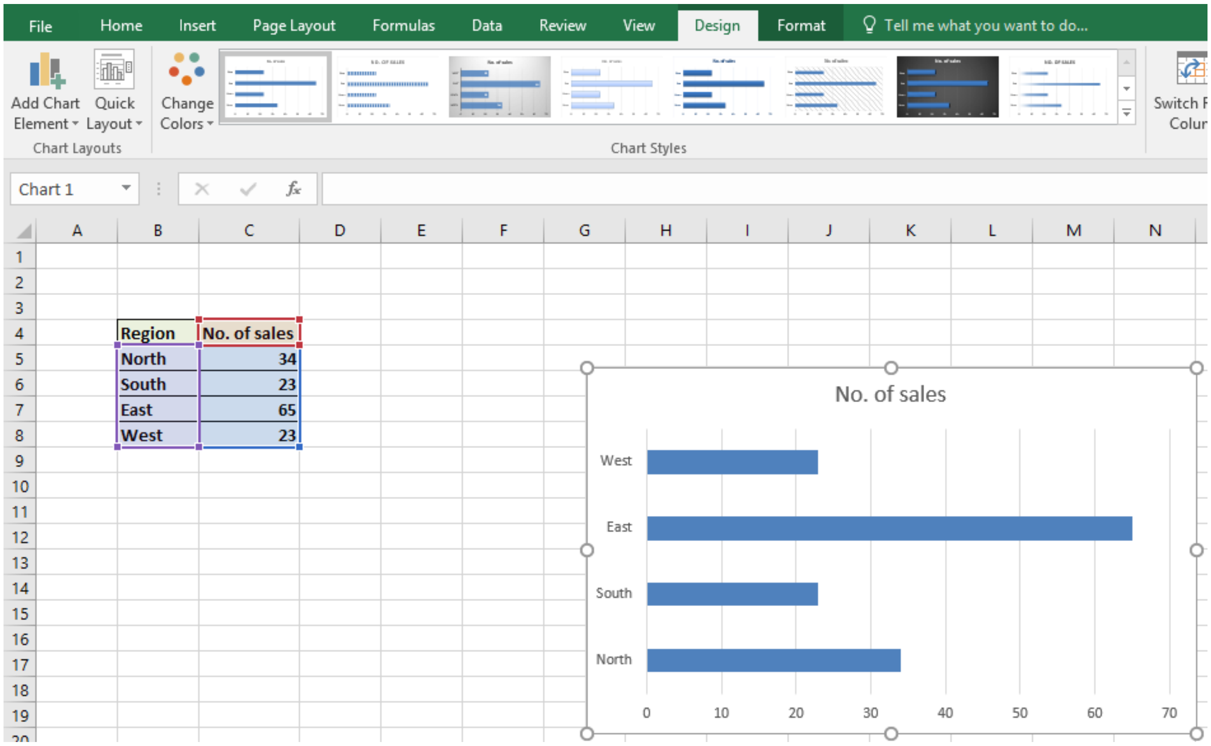
- Click within the data and experiment with inserting different types of bar chart, by clicking on the **Bar** button (under the **Insert** tab).


Insert
Page Layout
Formulas
Data
Review
View
Tell me
nded les
Table
Pictures
Online Pictures
Illustrations
Store
My Add-ins
Add-ins
Recommended Charts
Char

- Select from the drop down list displayed.


Formulas
Data
Review
View
Tell me what you want to do...
Store
My Add-ins
Recommended Charts
Add-ins
2-D Column
3-D Column
2-D Bar
3-D Bar
More Column Charts...

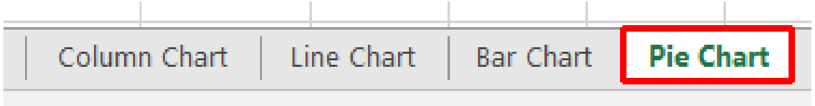
- An example is illustrated below.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to do...
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch R Colur
Chart 1
No. of sales
West
East
South
North
0
10
20
30
40
50
60
70

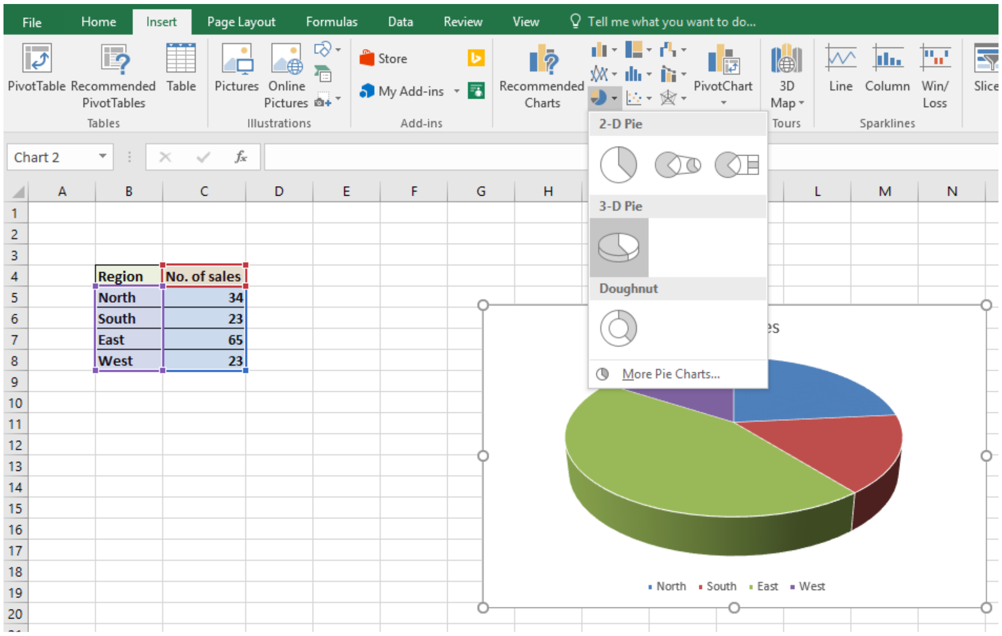
Region	No. of sales
North	34
South	23
East	65
West	23

Inserting a pie chart

- Click on the **Pie Chart** worksheet tab at the bottom of your screen.


Column Chart
Line Chart
Bar Chart
Pie Chart

- Click within the table of data.
- Experiment with inserting different types of pie chart.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
PivotTable
Recommended PivotTables
Table
Tables
Pictures
Online Pictures
Illustrations
Store
My Add-ins
Add-ins
Recommended Charts
PivotChart
3D Map
Tours
Line
Column
Win/ Loss
Sparklines
Slice
Chart 2
2-D Pie
3-D Pie
Doughnut
More Pie Charts...
North
South
East
West

Region	No. of sales
North	34
South	23
East	65
West	23

- Save your changes and close the workbook.

Resizing a chart

- Open a workbook called **Chart Manipulation**.

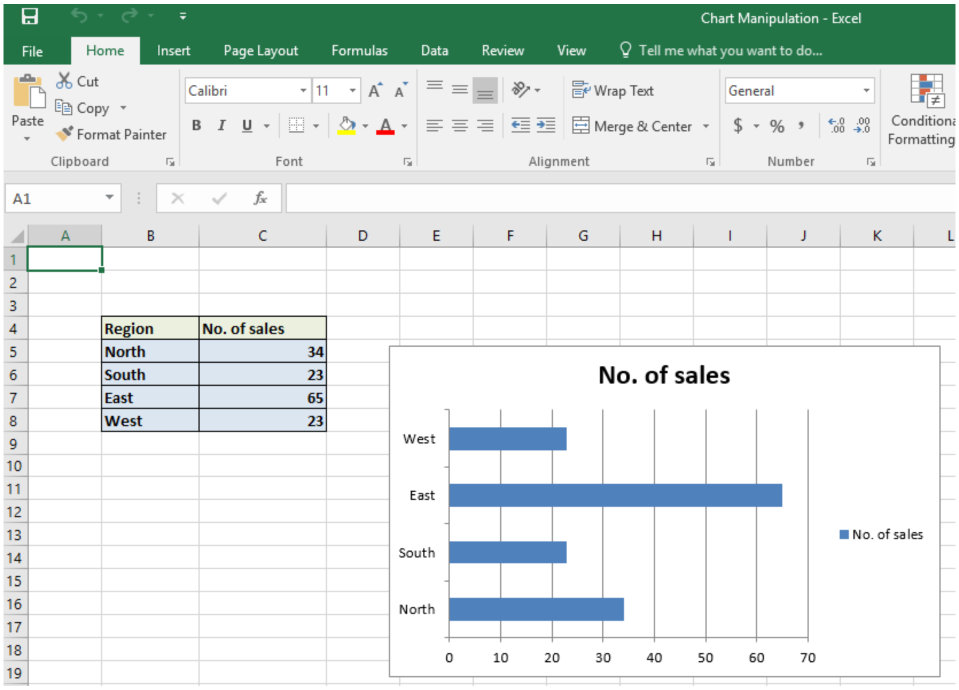
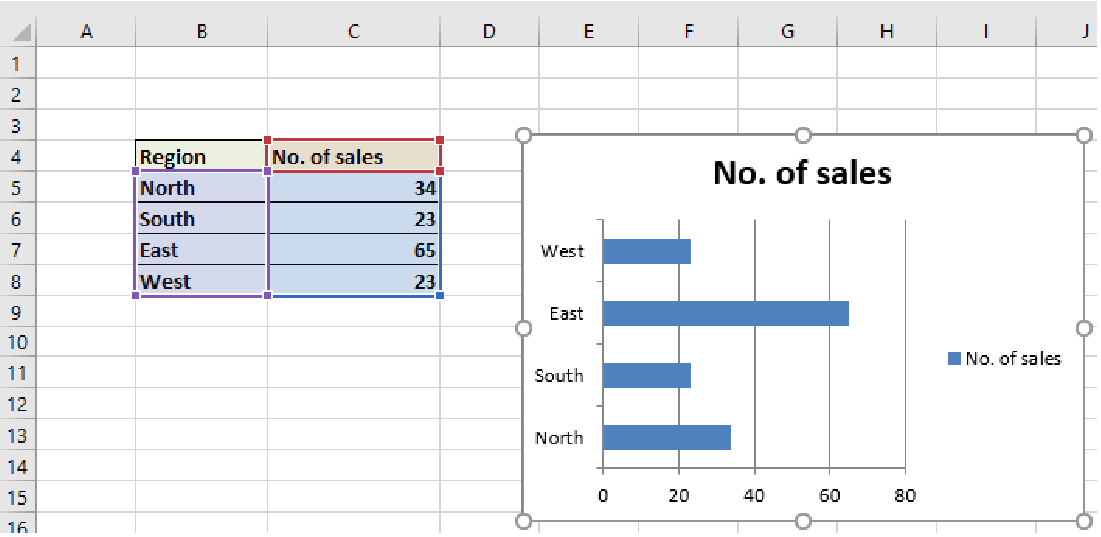


Chart Manipulation - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Cut
Copy
Paste
Format Painter
Clipboard
Calibri
11
B
I
U
Font
Wrap Text
Merge & Center
Alignment
General
$
%
Number
Conditional Formatting
A1
fx
A
B
C
D
E
F
G
H
I
J
K
L
No. of sales
West
East
South
North
0
10
20
30
40
50
60
70
No. of sales

Region	No. of sales
North	34
South	23
East	65
West	23

- To resize a chart, click on it to select it.
- Move the mouse pointer to one of the four corners of the chart. You will notice that the mouse pointer changes to the shape of a diagonal line with an arrow at each end. When you see the mouse pointer change, press the mouse button and while keeping the button pressed move diagonally across the screen. Move away from the center of the chart to make the chart larger and toward the center of the chart to make the chart smaller. When you release the mouse button the chart will be resized.


A
B
C
D
E
F
G
H
I
J
No. of sales
West
East
South
North
0
20
40
60
80
No. of sales

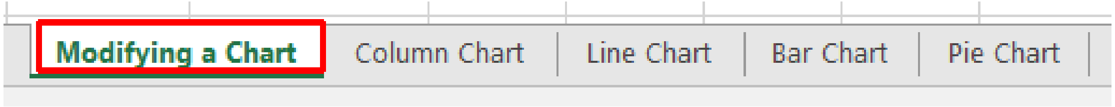
Region	No. of sales
North	34
South	23
East	65
West	23

Deleting a chart

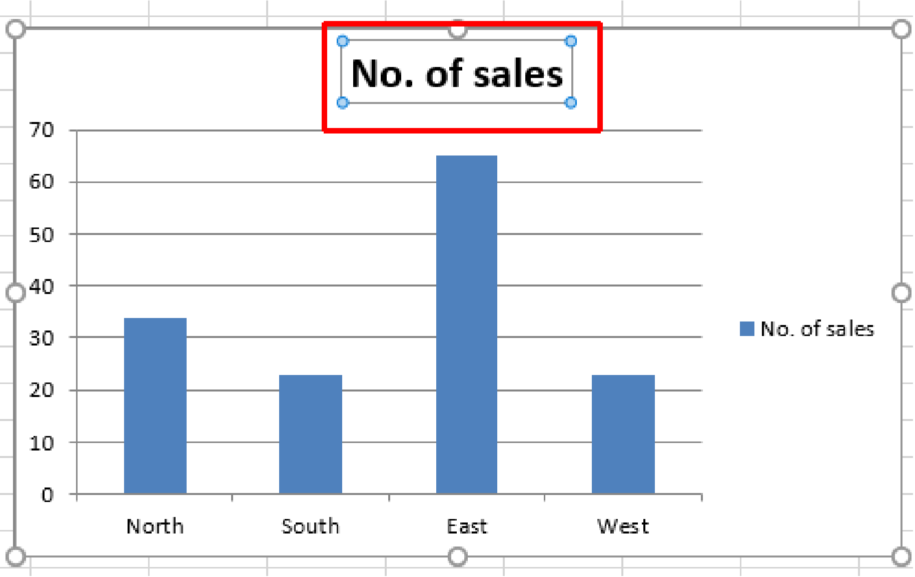
- Select the chart and press the **Del** key.
- Save your changes and close the workbook.

Chart title or labels

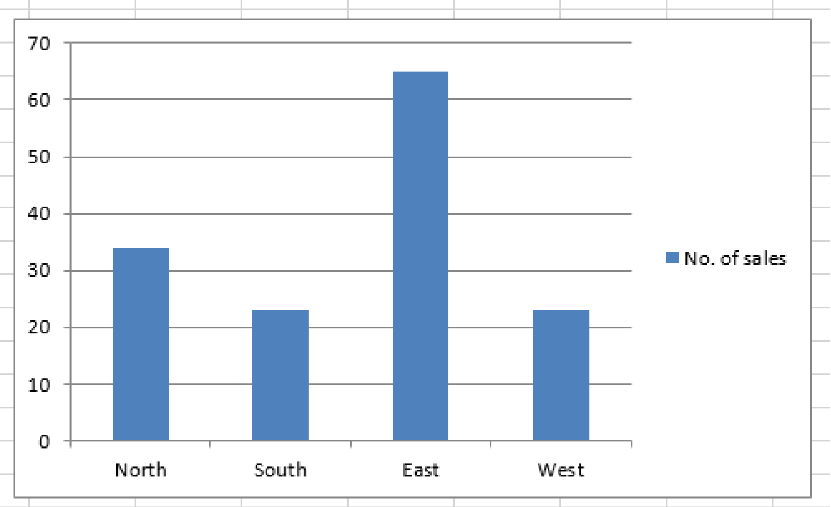
- Open a workbook called **Modifying charts**.
- If necessary, click on the **Modifying a Chart** worksheet tab (at the bottom-left of your screen).


Modifying a Chart
Column Chart
Line Chart
Bar Chart
Pie Chart

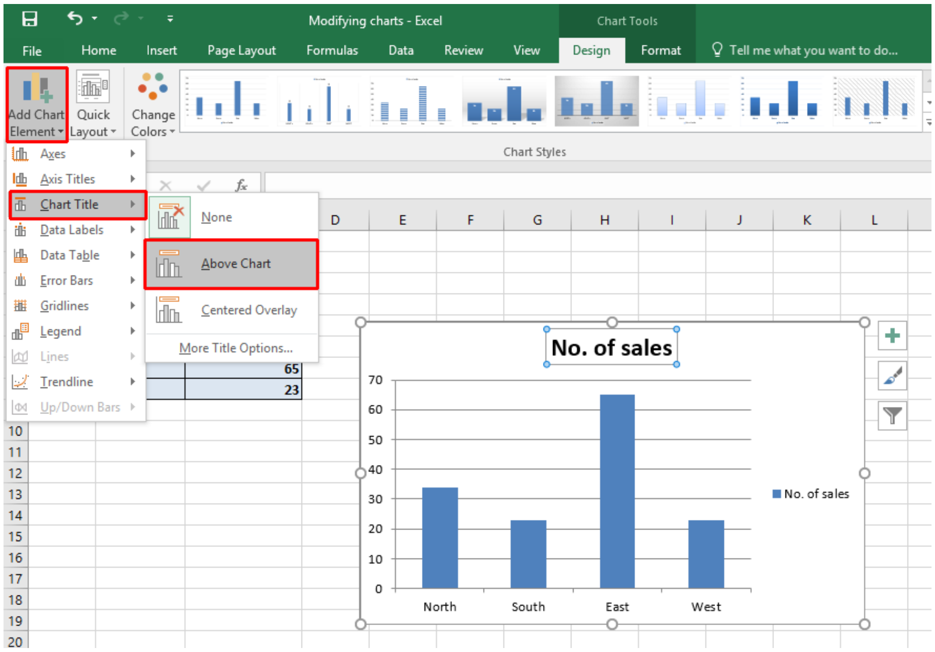
- You can see a column chart displayed within the workbook. Select the chart title, as illustrated.


No. of sales
70
60
50
40
30
20
10
0
North
South
East
West
No. of sales

- Press the **Del** key to remove the chart title. Your chart will now look like this.

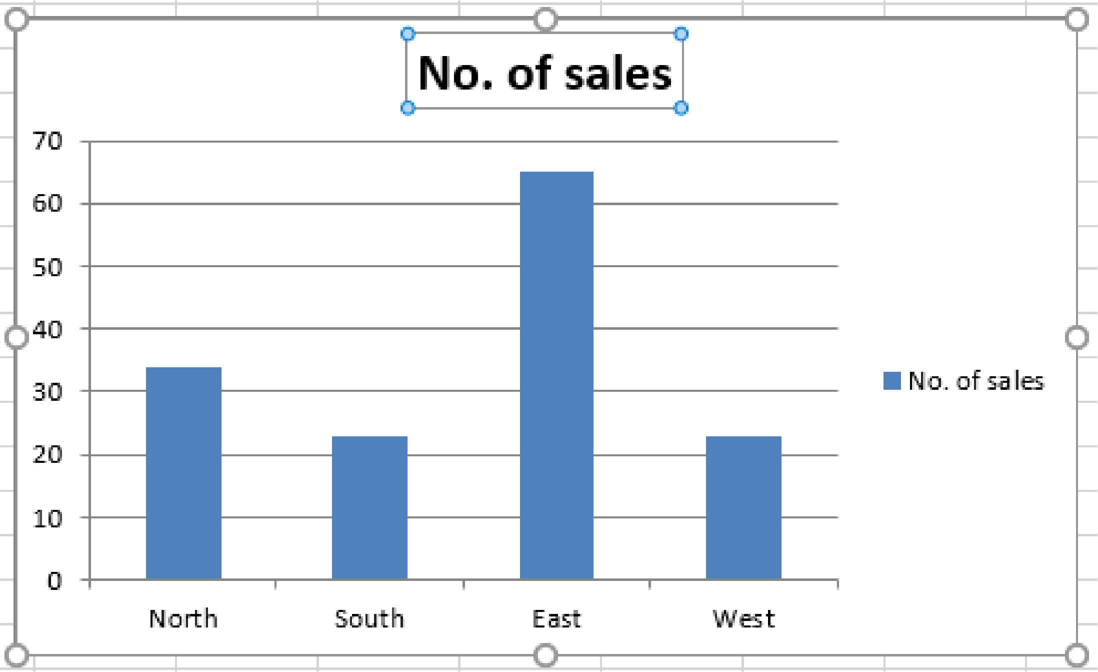


- To insert a chart title, click on chart and then click on the **Design** tab. Click on the **Add Chart Element** button. From the drop down displayed, select **Chart Type**, and from the sub-menu displayed select **Above Chart**.


Modifying charts - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to do...
Add Chart Element
Quick Layout
Change Colors
Chart Styles
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
Above Chart
Centered Overlay
More Title Options...
No. of sales
70
60
50
40
30
20
10
0
North
South
East
West
No. of sales

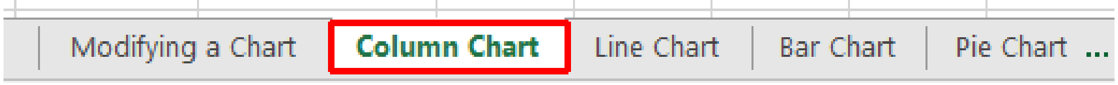
- Select the required option from the drop down list displayed, such as **Above Chart**. Your chart title is once again displayed.

  TIP: To modify the chart title text, click within the **Chart Title** and simply edit the text in the normal way. You can also apply text formatting to the Chart Title as required. An example is shown below.

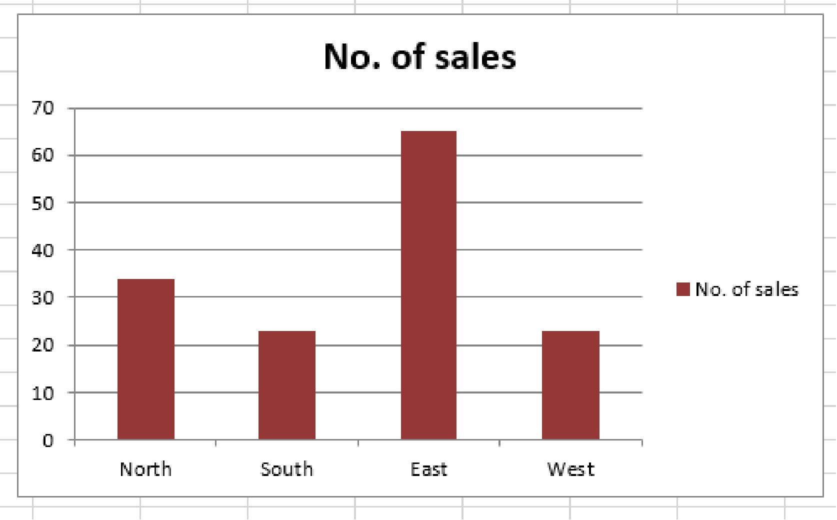


Changing the column, bar, line or pie slice colors in a chart

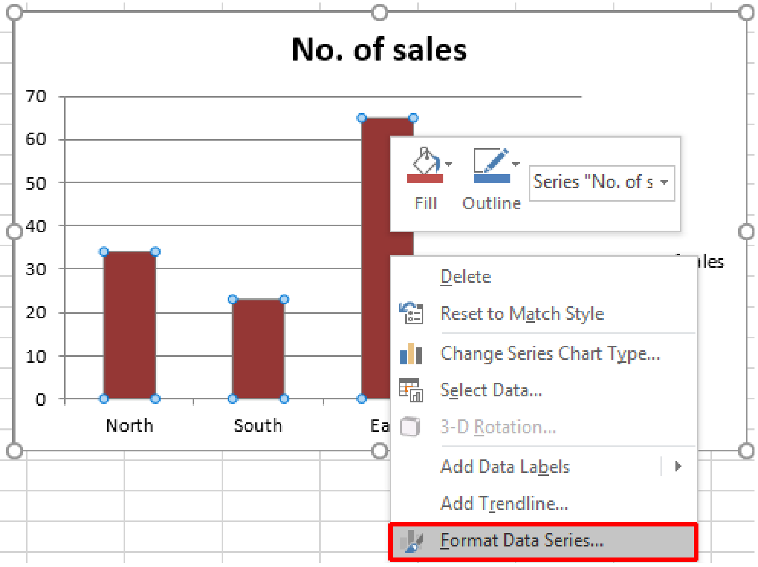
- Click on the second worksheet tab, called **Column Chart**.


Modifying a Chart
Column Chart
Line Chart
Bar Chart
Pie Chart
...

- Click on one of the columns within the chart. You should see all the columns are selected, as illustrated.

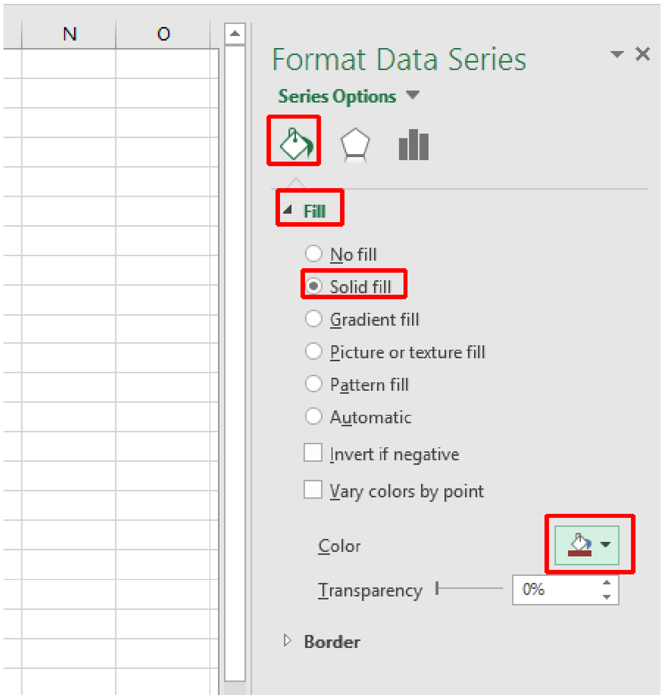


- Right click over one of the selected columns and from the popup menu displayed select the **Format Data Series** command.

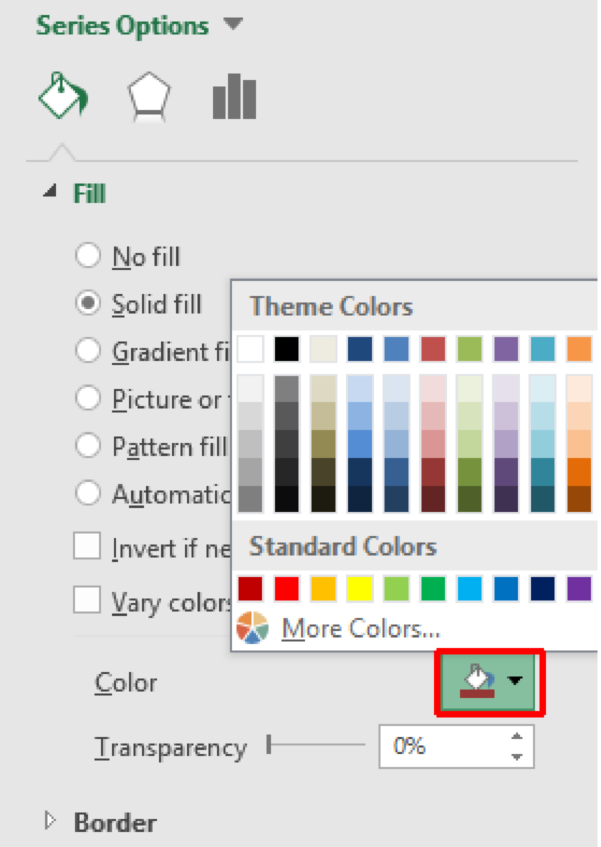

No. of sales
70
60
50
40
30
20
10
0
North
South
Ea
Fill
Outline
Series "No. of s
Delete
Reset to Match Style
Change Series Chart Type...
Select Data...
3-D Rotation...
Add Data Labels
Add Trendline...
Format Data Series...

- This will display the **Format Data Series** side pane.

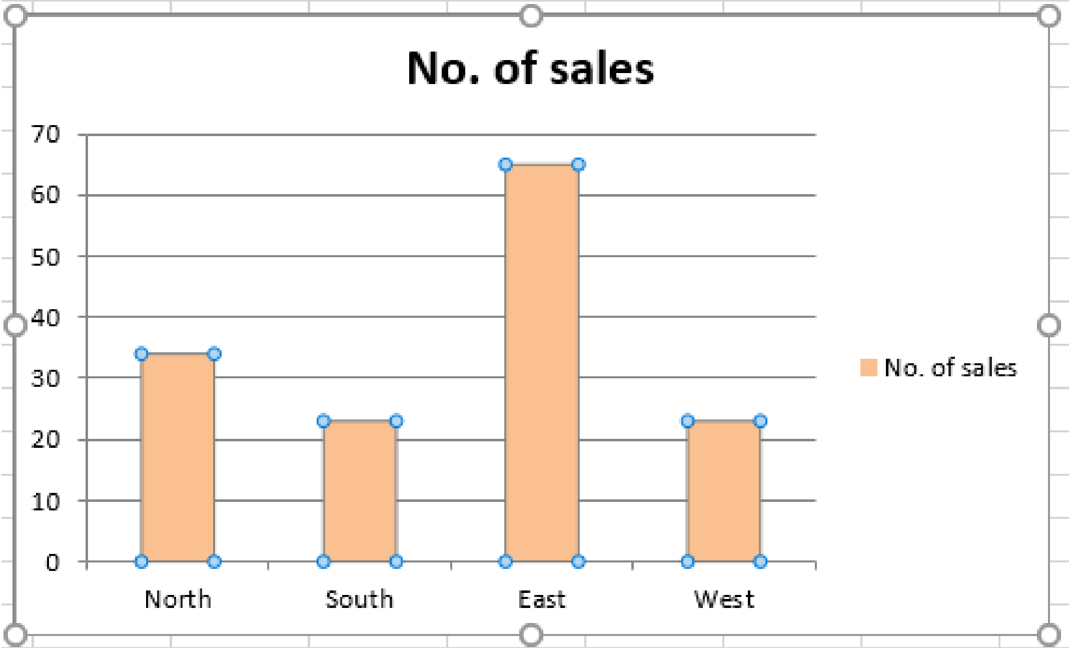
- Click on the **Fill & Line** button, click on **Fill** and make sure that **Solid Color** is selected, as illustrated.


N
O
Format Data Series
Series Options
Fill
No fill
Solid fill
Gradient fill
Picture or texture fill
Pattern fill
Automatic
Invert if negative
Vary colors by point
Color
Transparency
0%
Border

- Click on the **down arrow** in the **Color** section and select a color for your columns.


Series Options
Fill
No fill
Solid fill
Gradient fi
Picture or
Pattern fill
Automatic
Invert if ne
Vary colors
Theme Colors
Standard Colors
More Colors...
Color
Transparency
0%
Border

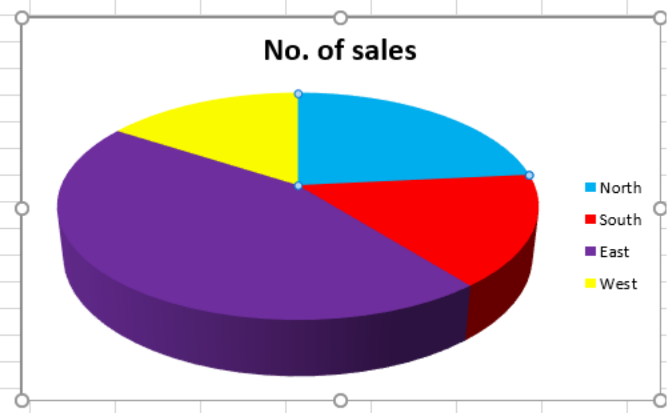
- When you click on the **Close** icon the selected color will be applied, as illustrated.



- Click on the **Line Chart** worksheet tab and change the color of the line.

- Click on the **Bar Chart** worksheet tab and change the color of the bars.

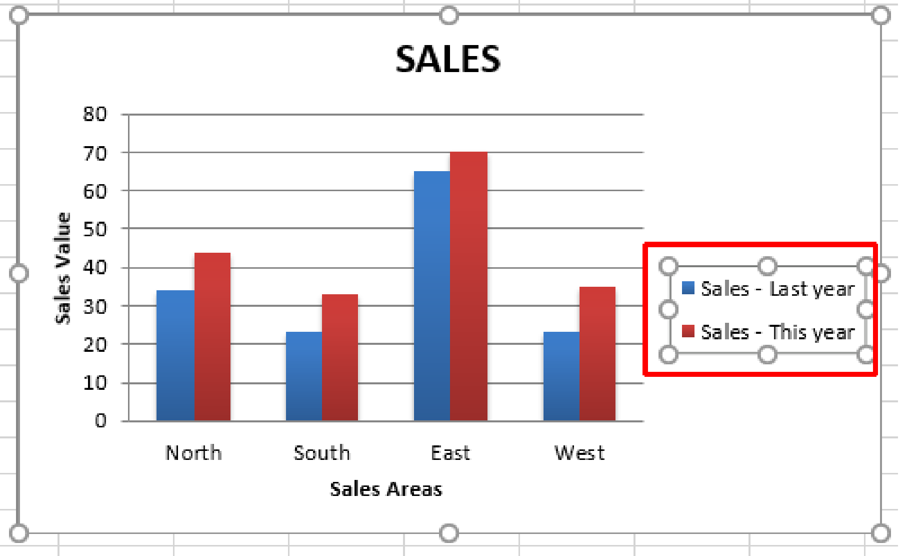
- Click on the **Pie Chart** worksheet tab to display the pie chart. The whole point of a pie chart is that each segment of the pie chart should be a different color. Bearing this is mind click once on the pie chart to select all the segments within the pie chart. Then click again on a particular segment to select just that segment. At this point you can then right click and change the color of just that segment. An example is illustrated below.



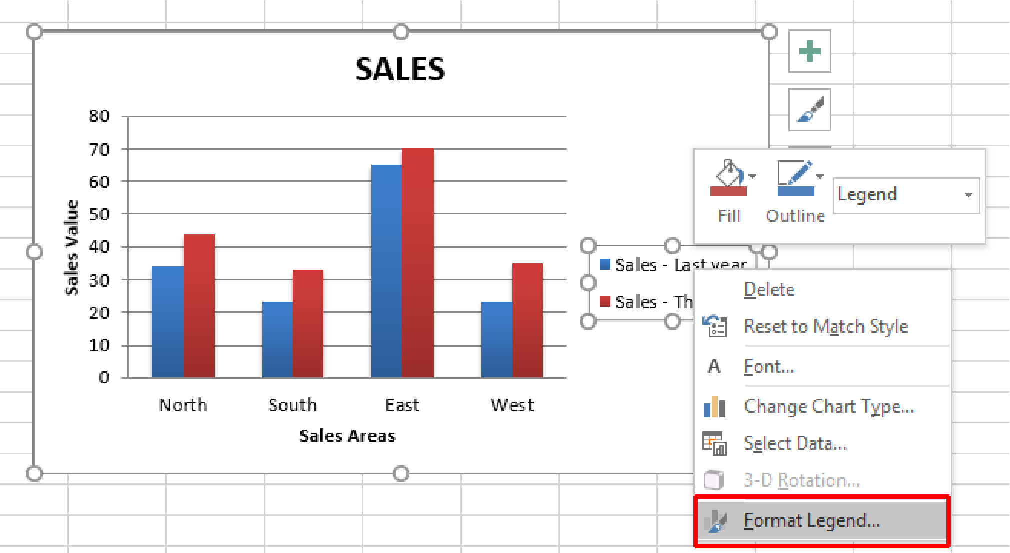
- Save your changes and close the workbook.

Modifying the legend fill color

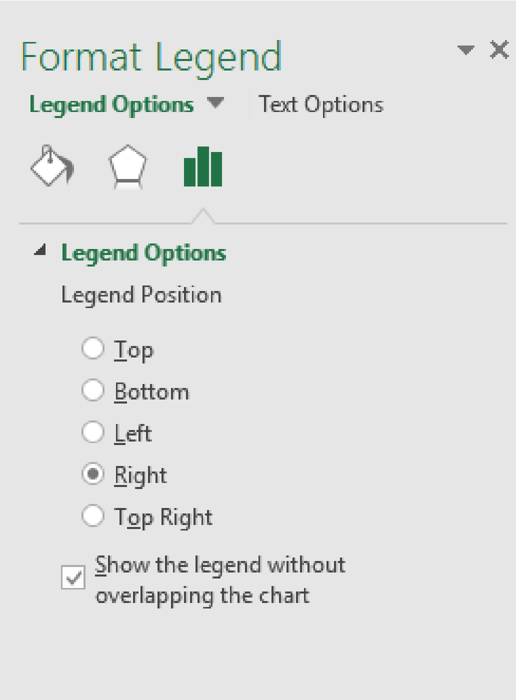
- Open a workbook called **Legend**.
- Select the legend within the chart, as illustrated.


SALES
80
70
60
50
40
30
20
10
0
Sales Value
North
South
East
West
Sales Areas
Sales - Last year
Sales - This year

- Right click over the selected legend and from the popup menu displayed select the **Format Legend** command.


SALES
80
70
60
50
40
30
20
10
0
Sales Value
North
South
East
West
Sales Areas
Sales - Last year
Sales - Th
Fill
Outline
Legend
Delete
Reset to Match Style
Font...
Change Chart Type...
Select Data...
3-D Rotation...
Format Legend...

- This will display the **Format Legend** side panel, as illustrated.


Format Legend
Legend Options
Text Options

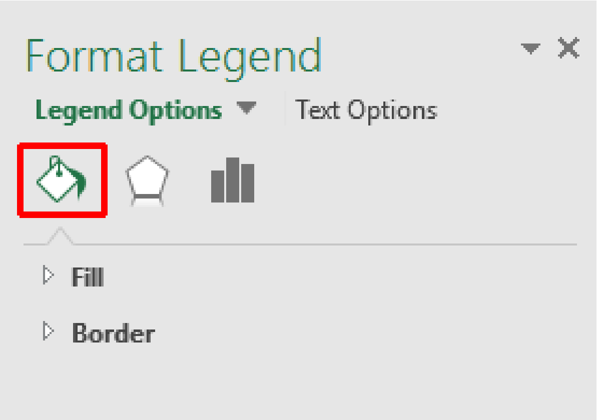
Legend Options

Legend Position

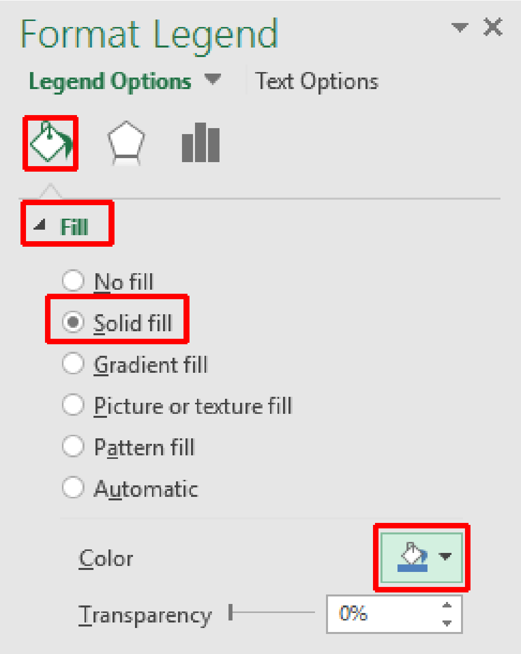
○ Top
○ Bottom
○ Left
● Right
○ Top Right

☑ Show the legend without overlapping the chart

- Select the **Fill & Line** button.


Format Legend
Legend Options
Text Options
Fill
Border

- Select the **Fill** item and then click on the **Solid fill** button and you will see the following.



Format Legend

Legend Options ▼ Text Options

Fill

○ No fill

● Solid fill

○ Gradient fill

○ Picture or texture fill

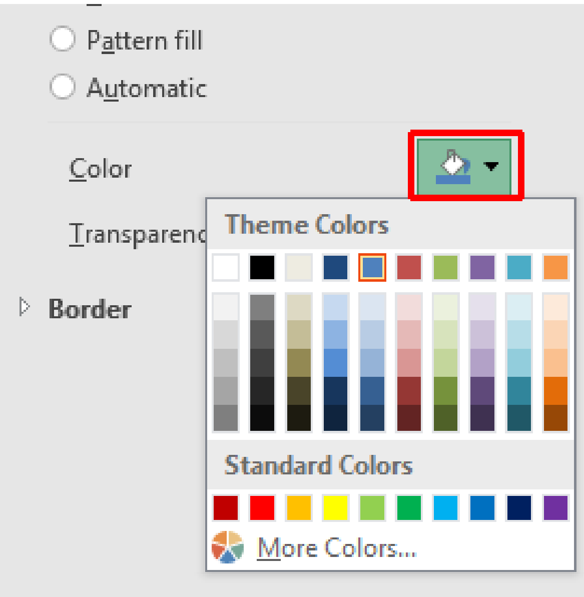
○ Pattern fill

○ Automatic

Color

Transparency 0%

- Click on the **down arrow** in the **Color** control and select a color as illustrated below.



○ Pattern fill

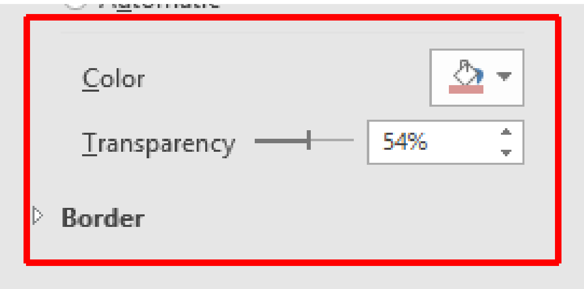
○ Automatic

Color

Transparency

Border

- Click on the **Close** button to apply the formatting and close the dialog box.
- If you have time try experimenting with some of the other options within the **Fill** section of the **Format Legend** dialog box, such as **Gradient Fills** or adjusting the fill transparency.

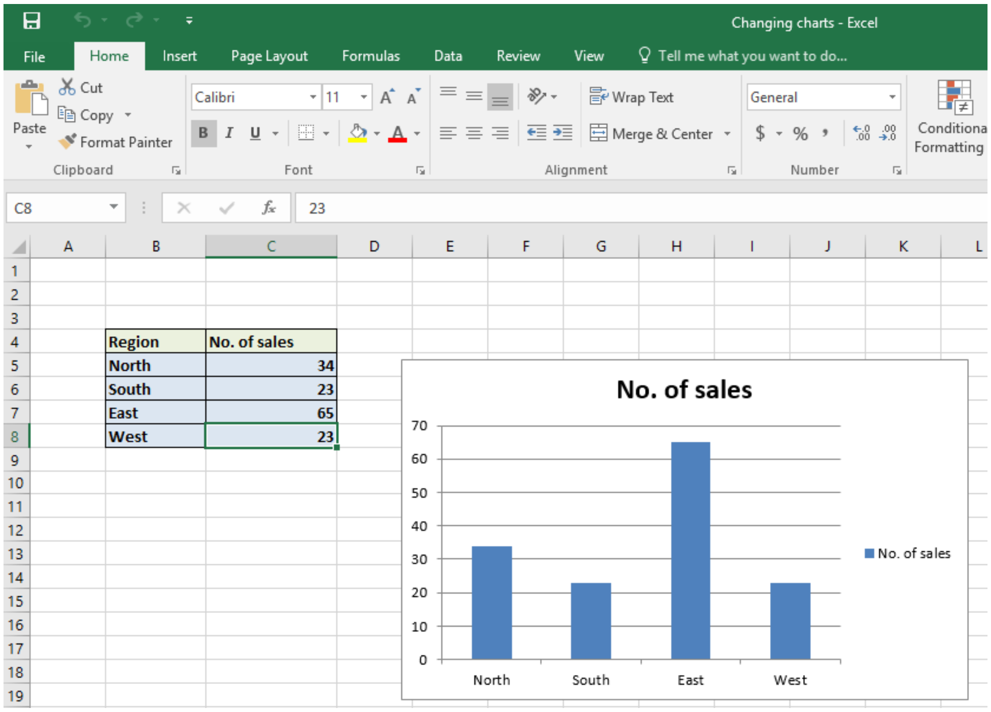

Color
Border

Transparency 54%

- Save your changes and close the workbook.

Changing the chart type

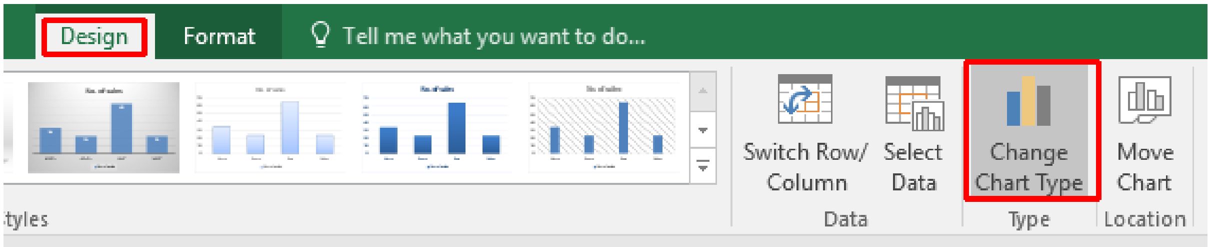
- Open a workbook called **Changing charts**.


Changing charts - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Cut
Copy
Format Painter
Paste
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
No. of sales
70
60
50
40
30
20
10
0
North
South
East
West
No. of sales

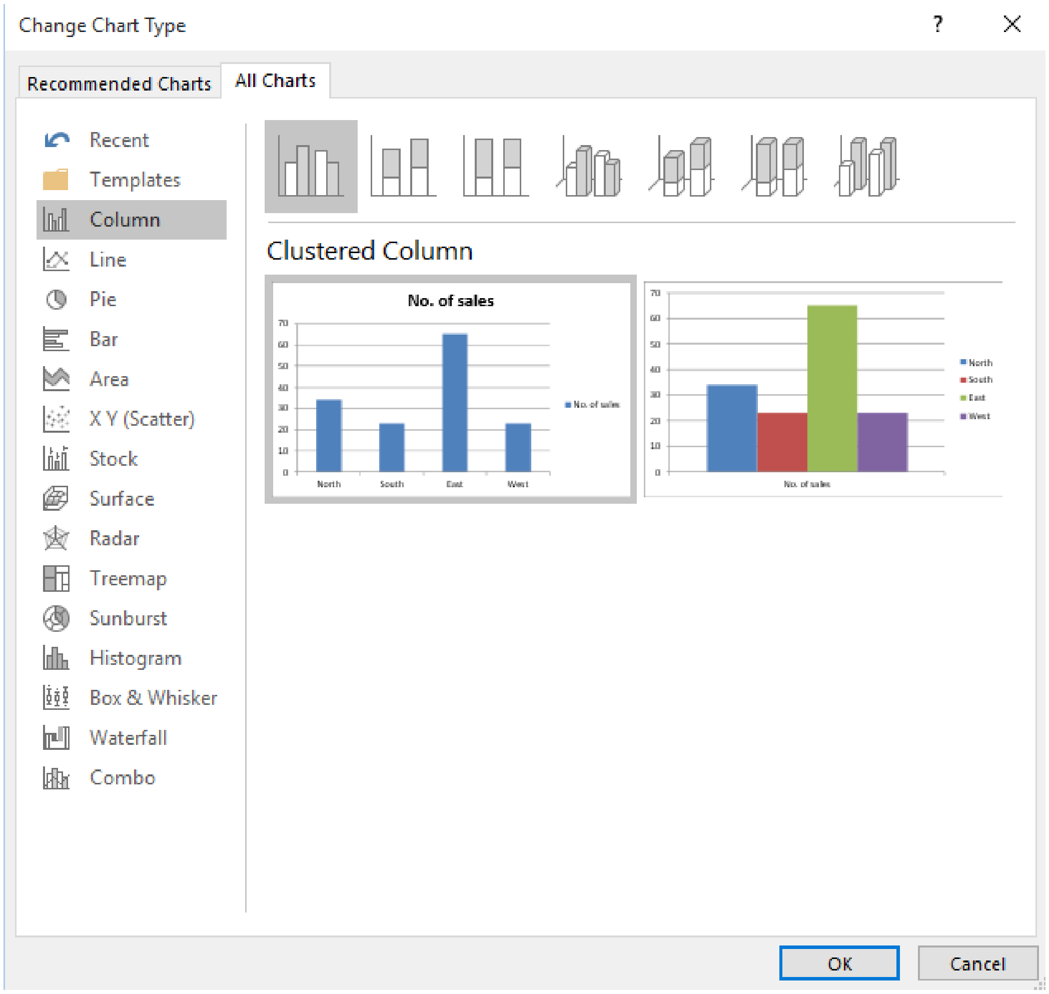
C8 23

Region	No. of sales
North	34
South	23
East	65
West	23

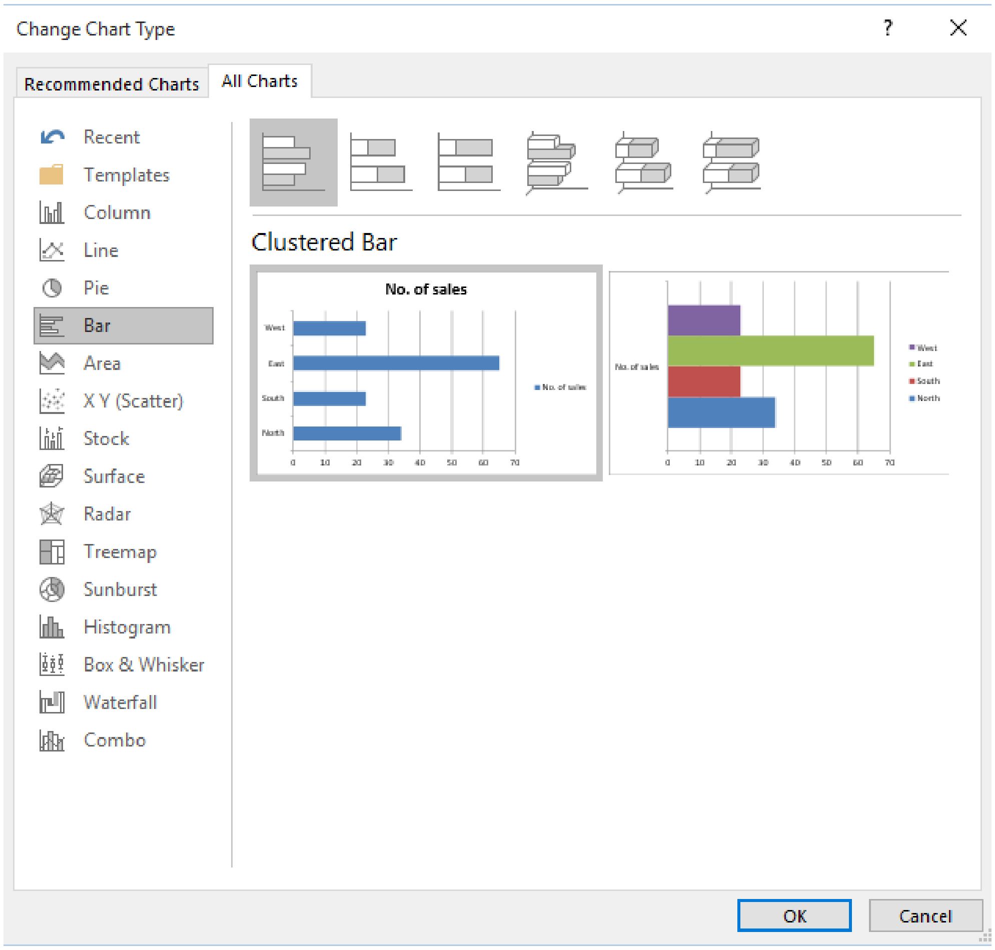
- This workbook contains a column chart. Click on the chart to select it. Click on the **Design** tab. Click on the **Change Chart Type** icon displayed within the **Type** group of the **Design** Ribbon.


Design
Format
Tell me what you want to do...
Switch Row/ Column
Select Data
Data
Change Chart Type
Type
Move Chart
Location
tyles

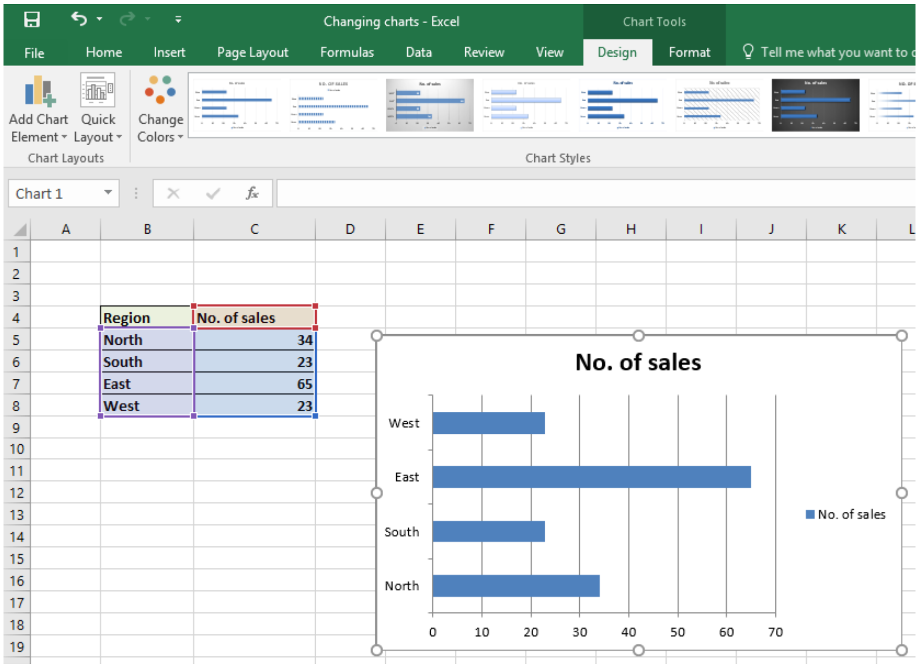
- This will display the **Change Chart Type** dialog box.


Change Chart Type
?
Recommended Charts
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Combo
Clustered Column
No. of sales
0
10
20
30
40
50
60
70
North
South
East
West
No. of sales
North
South
East
West
No. of sales
OK
Cancel

- Select a different type of chart, such as a **Bar** chart.


Change Chart Type
?
Recommended Charts
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Combo
Clustered Bar
No. of sales
West
East
South
North
0 10 20 30 40 50 60 70
No. of sales
OK
Cancel

- Click on the **OK** button.

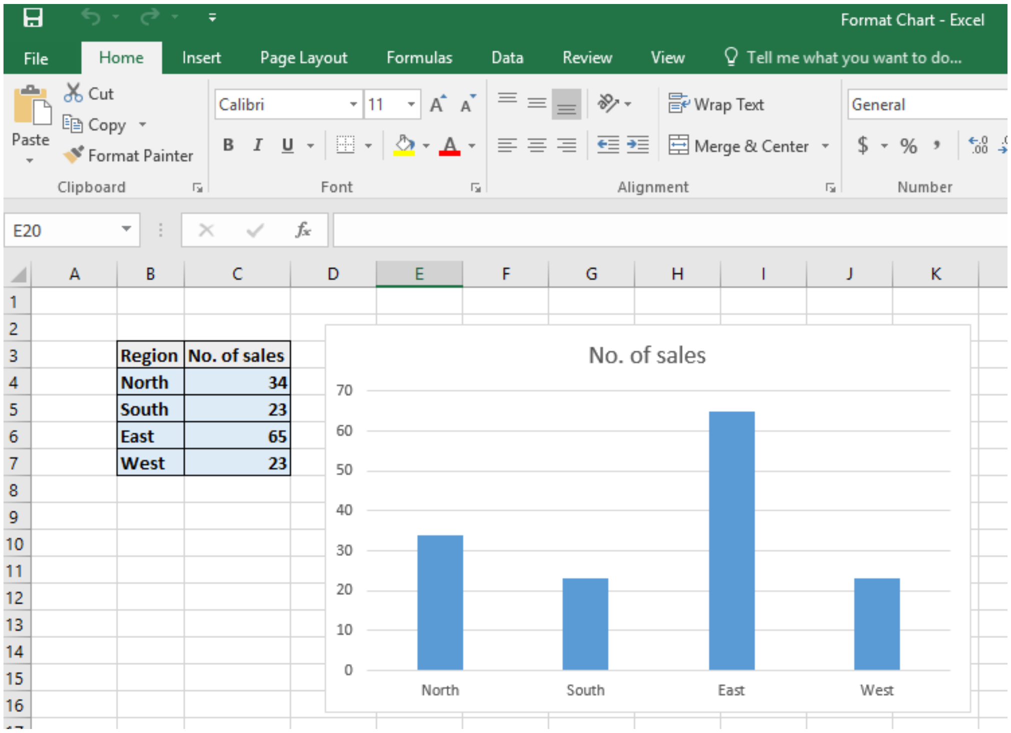

Changing charts - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to d
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Chart 1
fx
No. of sales
West
East
South
North
0
10
20
30
40
50
60
70
No. of sales

Region	No. of sales
North	34
South	23
East	65
West	23

- Experiment with applying different types of chart.
- Save your changes and close the workbook.

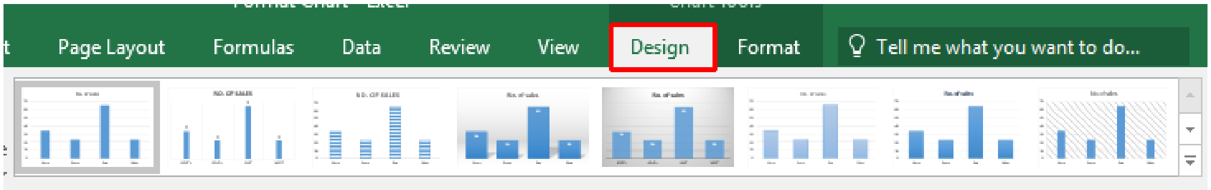
Modifying charts using the Design tab

- Open a workbook called **Format Chart**.


Format Chart - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
B
I
U
Font
Wrap Text
Merge & Center
Alignment
General
$
%
Number
E20
fx
A
B
C
D
E
F
G
H
I
J
K
No. of sales
70
60
50
40
30
20
10
0
North
South
East
West

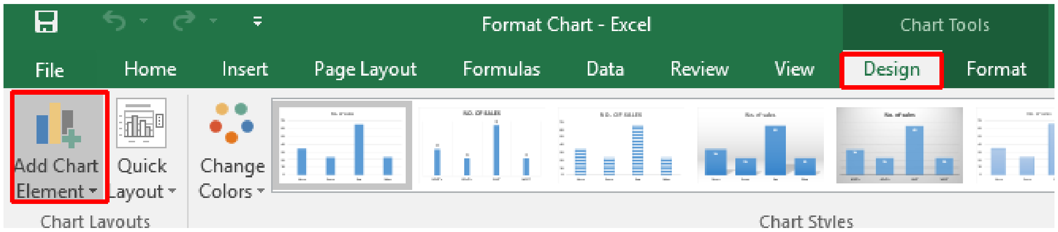
Region	No. of sales
North	34
South	23
East	65
West	23

- Select the chart and then click on the **Design** tab. The **Design** tab includes many options for controlling how the various chart elements are displayed. Experiment with using the **Design** tab. .

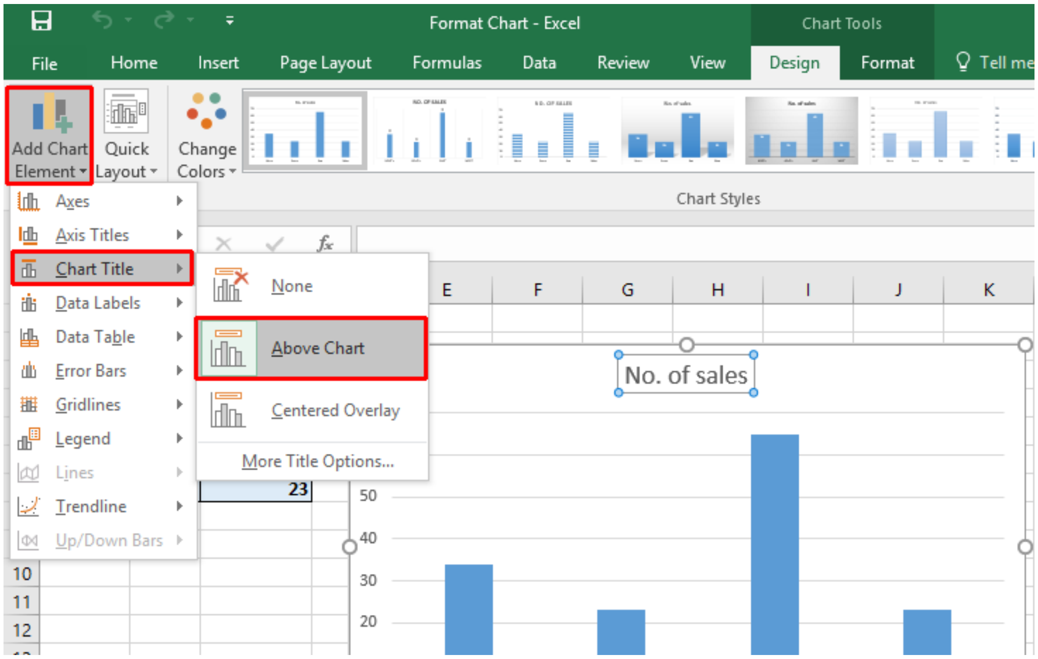

Page Layout
Formulas
Data
Review
View
Design
Format
Tell me what you want to do...

Modifying the chart title

- Click on the **Add Chart Elements** button in the **Chart Layouts** group.

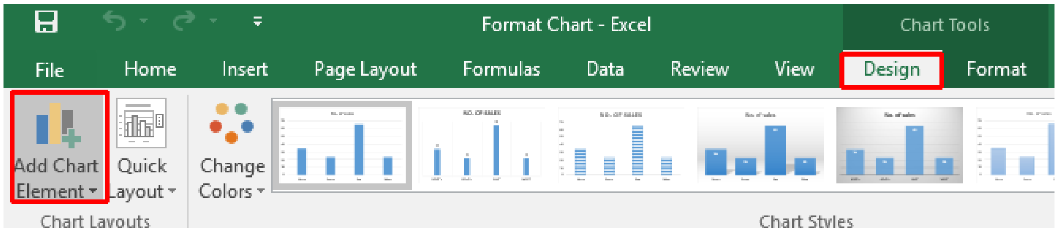

Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- From the drop down list displayed, click on **Chart Type**. The default is **Above Chart**, try selecting the other options and observe the effect on the chart.

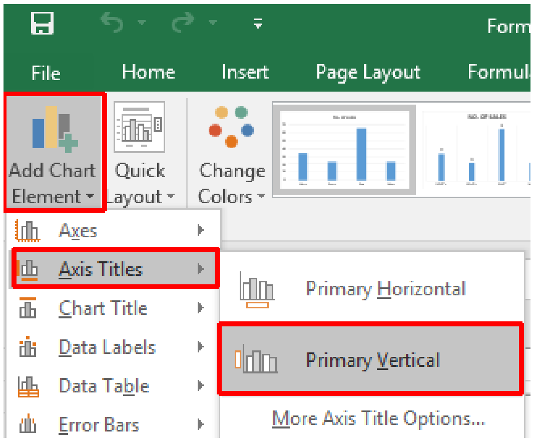

Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Tell me
Add Chart Element
Quick Layout
Change Colors
Chart Styles
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
Above Chart
Centered Overlay
More Title Options...
No. of sales
E
F
G
H
I
J
K
23
10
11
12
50
40
30
20

Modifying the chart axis

- Click on the **Add Chart Elements** button in the **Chart Layouts** group.

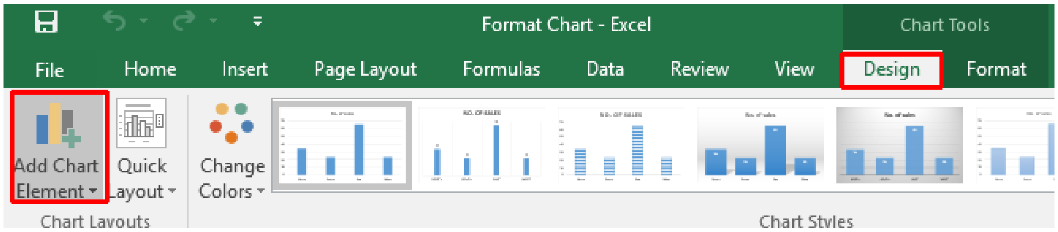

Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- Click on **Axis Titles**. A sub-menu will be displayed allowing you to control how the labels for each axis are displayed. Experiment with some of the available options and view their effect on the chart.

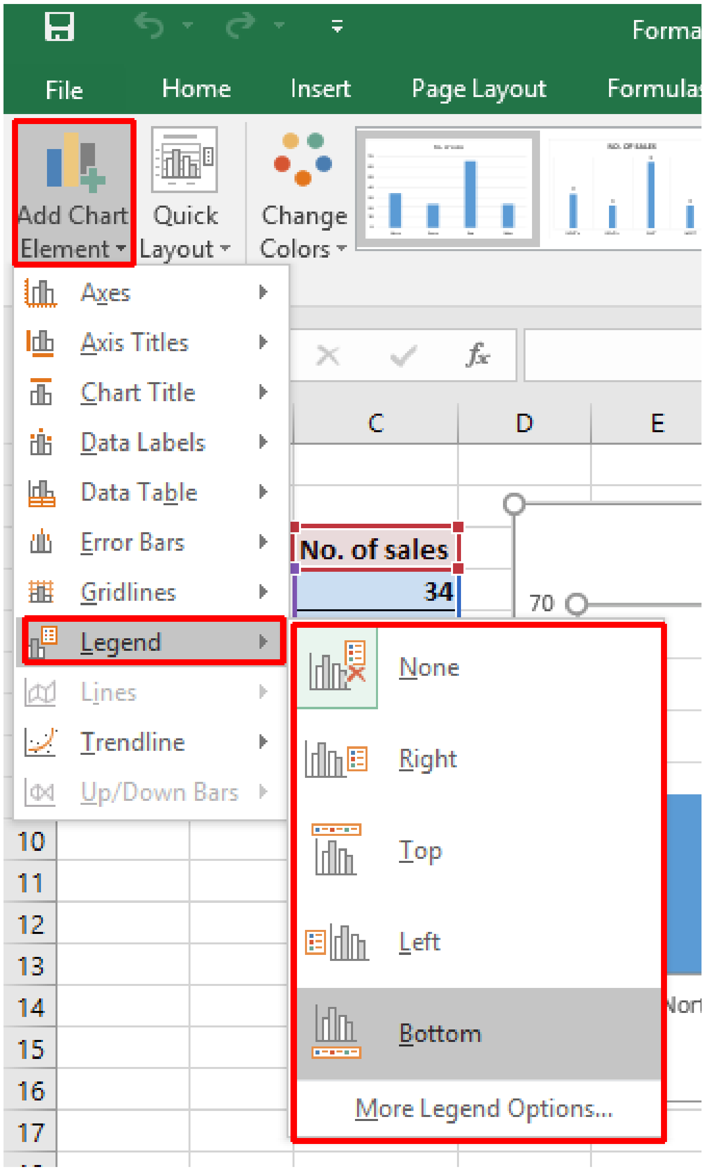

Form
File
Home
Insert
Page Layout
Formul
Add Chart Element
Quick Layout
Change Colors
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Primary Horizontal
Primary Vertical
More Axis Title Options...

Modifying the chart legend

- Click on the **Add Chart Elements** button in the **Chart Layouts** group.

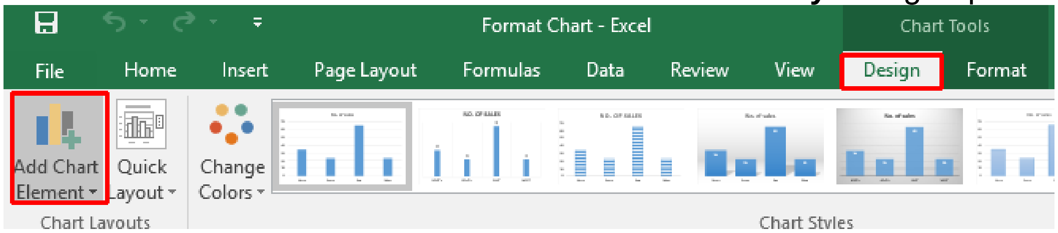

Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- Click on **Legend**. A sub-menu will be displayed allowing you to control where the chart legend is displayed. Experiment with some of the available options and view their effect on the chart.

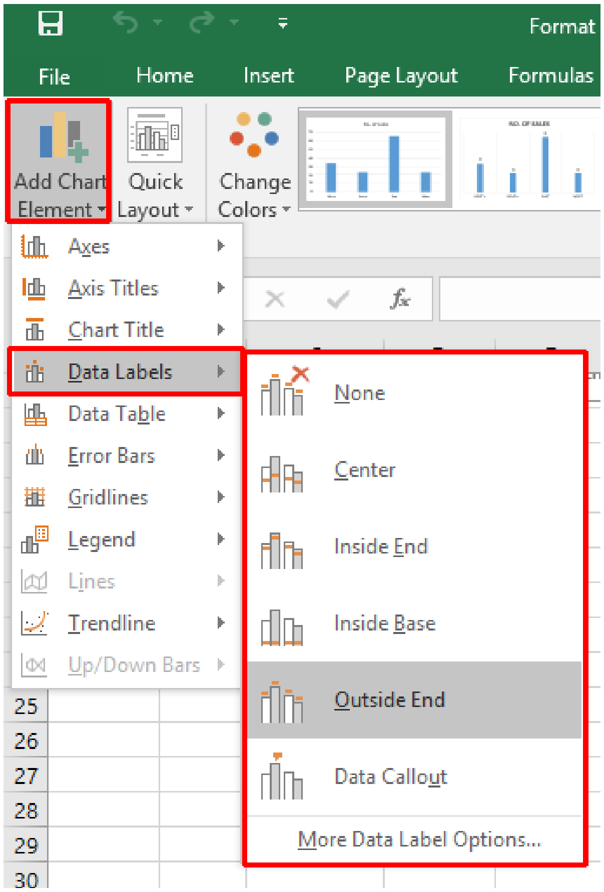

File
Home
Insert
Page Layout
Formulas
Add Chart Element
Quick Layout
Change Colors
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
Right
Top
Left
Bottom
More Legend Options...
No. of sales
34
70

Modifying chart data labels

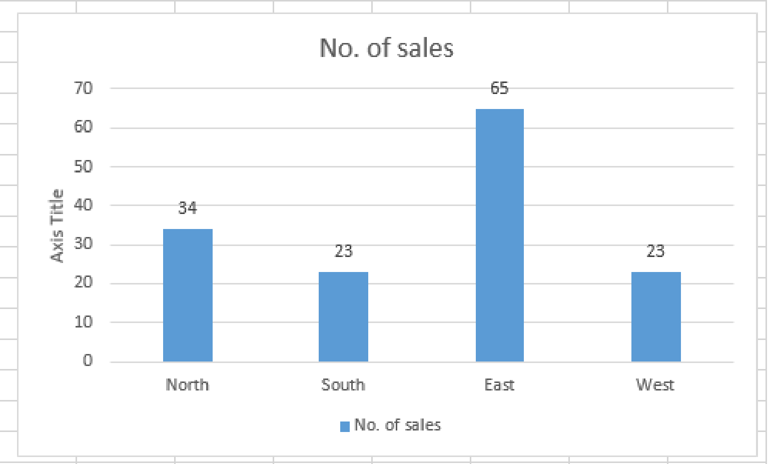
- Click on the **Add Chart Elements** button in the **Chart Layouts** group.


Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- Click on **Data Labels**. A sub-menu will be displayed allowing you to choose where labels should be applied to data in the chart. Click on the **Outside End** option.


Format
File
Home
Insert
Page Layout
Formulas
Add Chart Element
Quick Layout
Change Colors
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
Center
Inside End
Inside Base
Outside End
Data Callout
More Data Label Options...
25
26
27
28
29
30

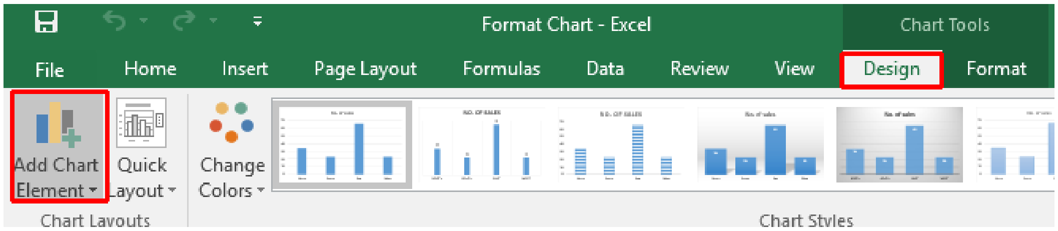
- The chart should now look something like this.



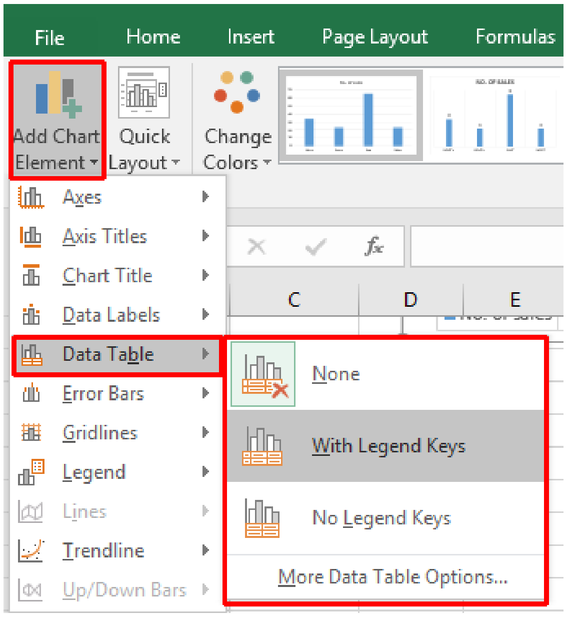
Notice that each column is now labelled with its value.

Displaying chart data tables

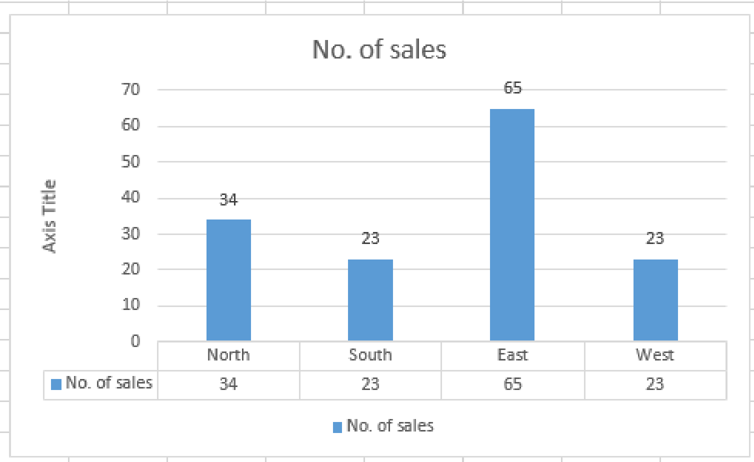
- Click on the **Add Chart Elements** button in the **Chart Layouts** group.


Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- Click on **Data Table**. A sub-menu will be displayed allowing you to show the data used to create the chart. Click on the **Show Data Table with Legend Keys** option.

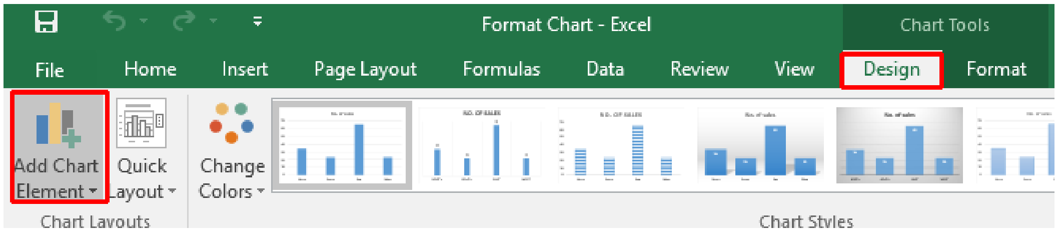

File
Home
Insert
Page Layout
Formulas
Add Chart Element
Quick Layout
Change Colors
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
With Legend Keys
No Legend Keys
More Data Table Options...
C
D
E

- A small table will be displayed below the chart containing the relevant data.

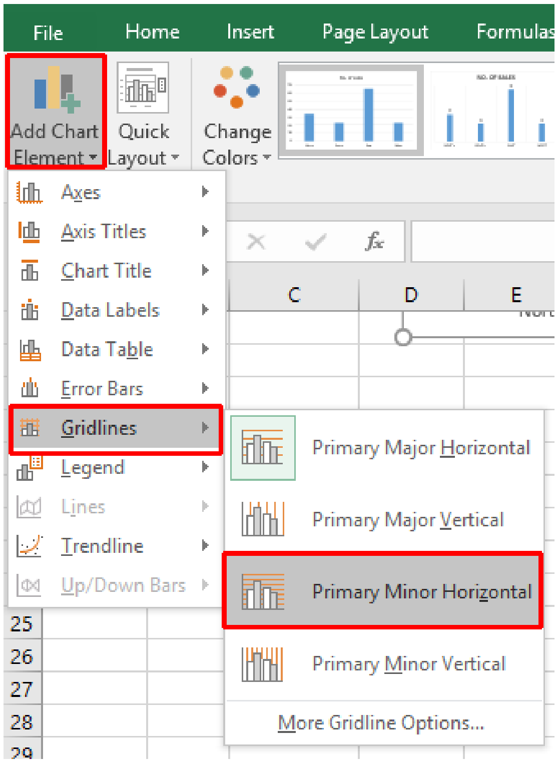


Modifying chart gridlines

- Click on the **Add Chart Elements** button in the **Chart Layouts** group.


Format Chart - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Format
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- Click on **Gridlines**. A sub-menu will be displayed allowing you to control how the gridlines for each axis are displayed. Experiment with some of the available options and view their effect on the chart.


File
Home
Insert
Page Layout
Formulas
Add Chart Element
Quick Layout
Change Colors
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
Primary Major Horizontal
Primary Major Vertical
Primary Minor Horizontal
Primary Minor Vertical
More Gridline Options...
C
D
E
25
26
27
28
29

- Close the workbook and save any changes you may have made.

Copying and moving charts within a worksheet

- Open a workbook called **Copying and moving charts 1**.
- Click on the chart to select it.

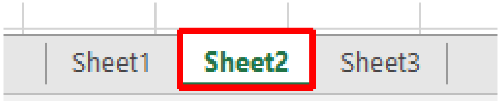
- To move the chart within the worksheet, click on the chart and drag the chart to a new position in the worksheet.

- To copy the chart within the worksheet, click on the chart to select it and press **Ctrl+C** to copy the chart to the Clipboard. Deselect the chart and then press **Ctrl+V** to paste the chart from the Clipboard. You should now see two copies of the chart. You can move them so that they are not layered on top of each other.

Copying and moving charts between worksheets

- Click on the chart to select it.

- **To copy the chart to another worksheet within the workbook**, click on the chart to select it and press **Ctrl+C** to copy the chart to the Clipboard.
- Click on the **Sheet2** tab at the bottom of the worksheet.



- Press **Ctrl+V** to paste the chart from the Clipboard. You can move the chart if required within this worksheet.

- **To move the chart to another worksheet within the workbook**, click on the **Sheet1** tab at the bottom of the worksheet. Click on the chart to select it and press **Ctrl+X** to cut (i.e. move) the chart to the Clipboard.
- Click on the **Sheet3** tab at the bottom of the worksheet.
- Press **Ctrl+V** to paste the chart from the Clipboard. You can move the chart if required within this worksheet.

Copying and moving charts between workbooks

- Select a chart within the workbook. Press **Ctrl+C** to copy the chart to the Clipboard. Open a second workbook called **Copying and moving charts 2**. Press **Ctrl+V** to paste the chart into the second workbook.

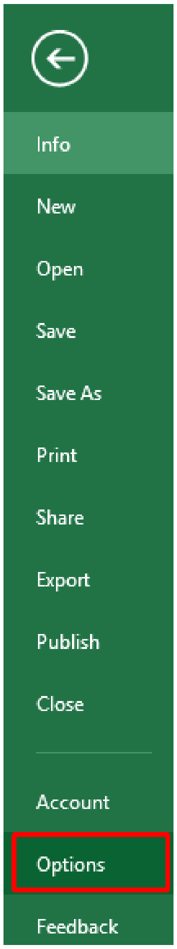
  NOTE: To move a chart between workbooks, use the same procedure, but **Cut** rather than **Copy** the chart, using the **Ctrl+X** keyboard shortcut for cutting a selected item to the Clipboard.

- Close all open workbooks and save any changes you have made.

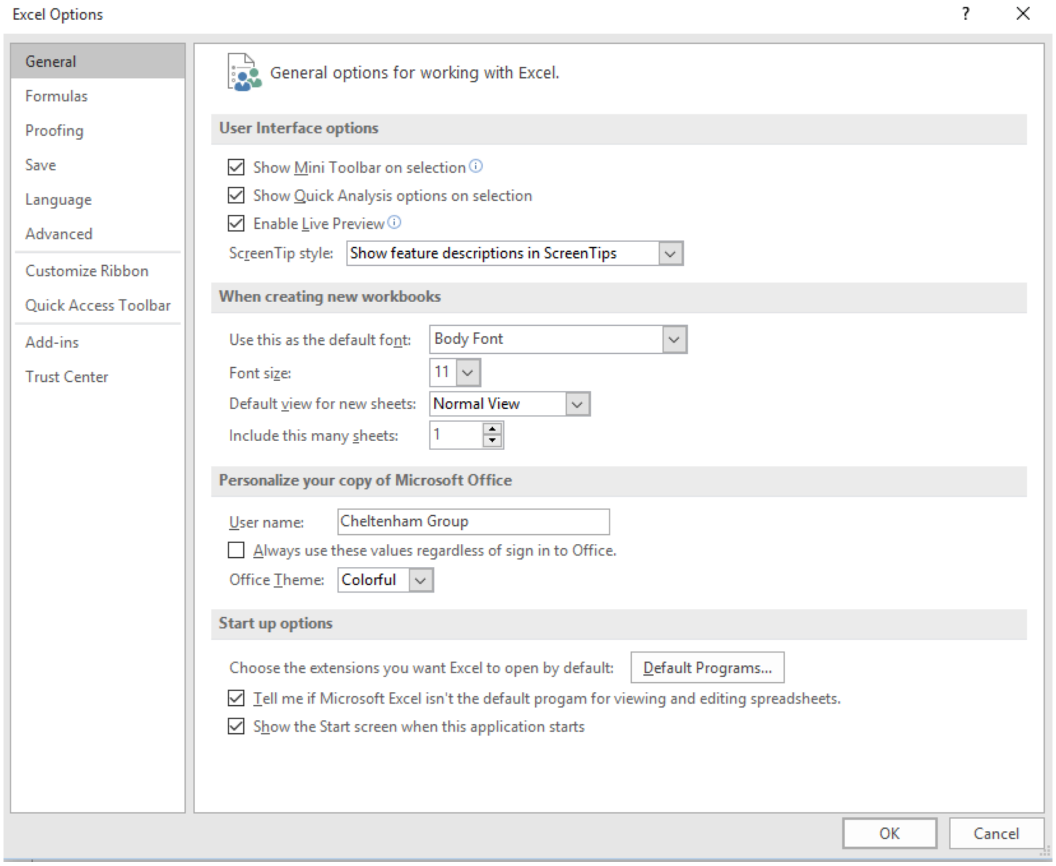
Customizing Excel 2016

Modifying basic Excel options

- You can customize the way Excel looks and performs. To do this click on the **File Tab** and within the drop down list displayed click on the **Options** button.


Info
New
Open
Save
Save As
Print
Share
Export
Publish
Close
Account
Options
Feedback

- This will display the **Excel Options** dialog box.


Excel Options

General options for working with Excel.

User Interface options

☑ Show Mini Toolbar on selection

☑ Show Quick Analysis options on selection

☑ Enable Live Preview

ScreenTip style: Show feature descriptions in ScreenTips

When creating new workbooks

Use this as the default font: Body Font

Font size: 11

Default view for new sheets: Normal View

Include this many sheets: 1

Personalize your copy of Microsoft Office

User name: Cheltenham Group

☐ Always use these values regardless of sign in to Office.

Office Theme: Colorful

Start up options

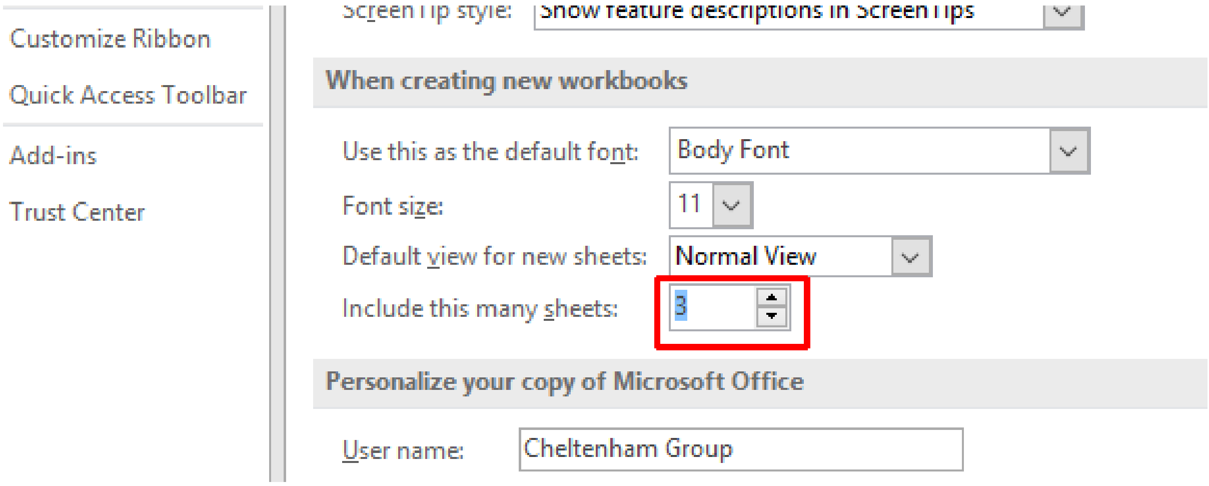
Choose the extensions you want Excel to open by default: Default Programs...

☑ Tell me if Microsoft Excel isn't the default progam for viewing and editing spreadsheets.

☑ Show the Start screen when this application starts

?
×
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
OK
Cancel

- You can use this to customize items such as the type of font used, the font size used and the number of worksheets displayed within a new workbook. Try altering the number of worksheets contained within a new workbook to 3 rather than 1.


ScreenTip style: Show feature descriptions in ScreenTips

When creating new workbooks

Use this as the default font: Body Font

Font size: 11

Default view for new sheets: Normal View

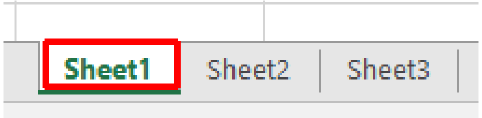
Include this many sheets: 3

Personalize your copy of Microsoft Office

User name: Cheltenham Group

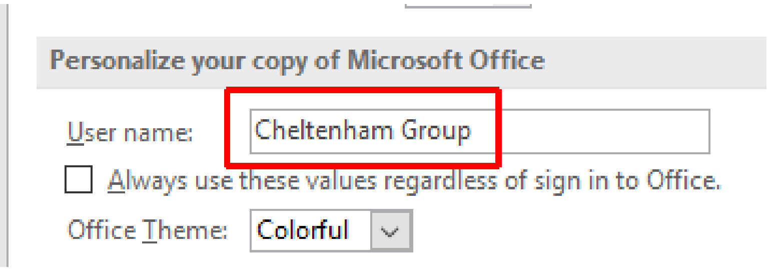
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

- Close the dialog box and press **Ctrl+N** to create a new workbook. You should see 3 worksheets, as illustrated.



- Close the new workbook without saving any changes you have made.
- Reset the default for new workbooks, back to 1 **worksheet per workbook**.

- Re-open the **Excel Options** dialog box and view the **General** options. Towards the bottom of the dialog box you will see a section allowing you to personalize your copy of Microsoft Office. If there is no name displayed here, insert your name. If someone else's name is displayed, replace it with your name. This '**user name**' information can be used by many application programs to automatically insert your details into a document.



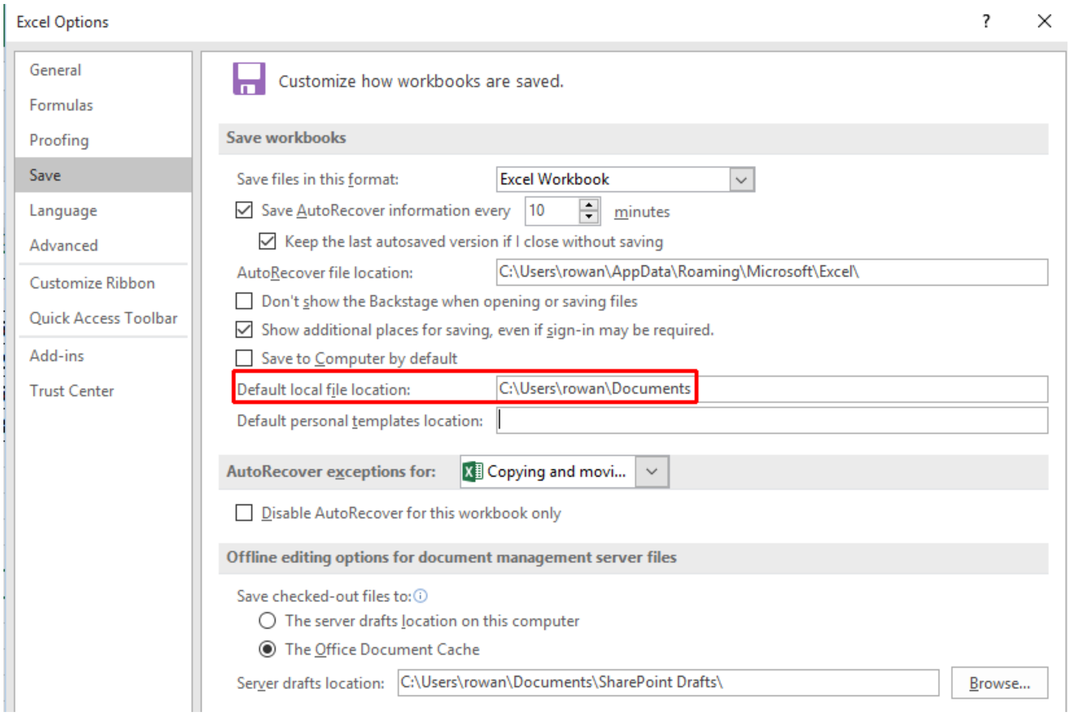
Personalize your copy of Microsoft Office

User name: Cheltenham Group

☐ Always use these values regardless of sign in to Office.

Office Theme: Colorful

- Click on the **Save** tab (displayed down the left side of the dialog box).



Customize how workbooks are saved.

Save workbooks

Save files in this format: Excel Workbook

☑ Save AutoRecover information every 10 minutes

☑ Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\rowan\AppData\Roaming\Microsoft\Excel\

☐ Don't show the Backstage when opening or saving files

☑ Show additional places for saving, even if sign-in may be required.

☐ Save to Computer by default

Default local file location: C:\Users\rowan\Documents

Default personal templates location:

AutoRecover exceptions for: Copying and movi...

☐ Disable AutoRecover for this workbook only

Offline editing options for document management server files

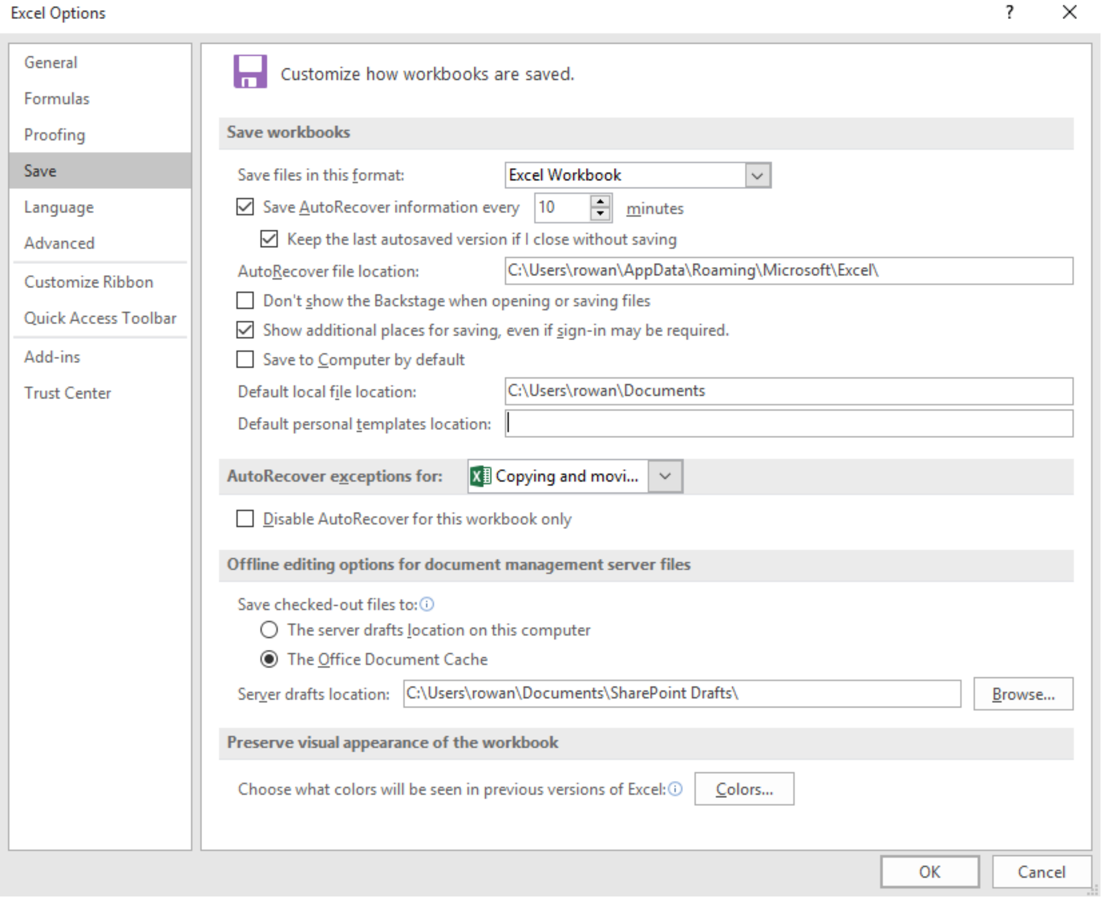
Save checked-out files to:

○ The server drafts location on this computer

● The Office Document Cache

Server drafts location: C:\Users\rowan\Documents\SharePoint Drafts\

You can use this page to set the default folder location to be used when saving your workbooks.



Customize how workbooks are saved.

Save workbooks

Save files in this format: Excel Workbook

☑ Save AutoRecover information every 10 minutes

☑ Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\rowan\AppData\Roaming\Microsoft\Excel\

☐ Don't show the Backstage when opening or saving files

☑ Show additional places for saving, even if sign-in may be required.

☐ Save to Computer by default

Default local file location: C:\Users\rowan\Documents

Default personal templates location:

AutoRecover exceptions for: Copying and movi...

☐ Disable AutoRecover for this workbook only

Offline editing options for document management server files

Save checked-out files to:

○ The server drafts location on this computer

● The Office Document Cache

Server drafts location: C:\Users\rowan\Documents\SharePoint Drafts\ Browse...

Preserve visual appearance of the workbook

Choose what colors will be seen in previous versions of Excel: Colors...

- As you can see there are lots more useful options that you can customize to make your use of Excel easier and more productive. If you have time investigate some of the other customization options available.

- Close the dialog box before continuing.

ICDL Module 7

Web Browsing & Communication

THE INTERNET 697

TERMINOLOGY AND CONCEPTS 697
Internet 697
World Wide Web (WWW) 697
Web sites and URLs 697
URL (Uniform Resource Locator) 697
Hyperlinks 697
ISP (Internet Service Provider) 698
Structure of a Web Address 698
Web Browser 698
Search Engines 699
Really Simple Syndication (RSS) feeds 699
Podcasts 699
SECURITY CONSIDERATIONS 700
Identifying Secure Web Sites and https 700
Digital certificates 700
Encryption 700
Security Threats 701
Virus checkers 702
Firewall 703
Internet security & password logons 703
Risks associated with online activity 703
Parental control options 704

USING THE BROWSER 706

BASIC BROWSING 706
Opening Microsoft Internet Explorer 706
Minimizing, Maximizing, Restoring and Closing 707
Entering a URL into the Address Bar 707
Creating a new tab 708
Stop button 708
Forcing a Web page to display within a new window 708
Forcing a Web page to display within a new tab 709
Refreshing Web pages 710
Switching between tabs 710
Quick Tabs 710
Tab List 711
Closing a tab 711
Internet Explorer icons 711
AVAILABLE HELP FUNCTIONS 712
Displaying Help 712
Help Demos 712
Browsing for Help 713
Asking for Help 714
Printing Help sheets 715
SETTINGS 716
Setting Home Page (Start Page) 716

Setting multiple Home Pages *717*
Displaying your viewing history *718*
Deleting a history item *719*
Deleting the entire browsing history and temporary files *719*
Customizing history options *722*
Information Bar *722*
Pop-Up blocking *724*
Turning off popup blocking *726*
Cookies *728*
Internet cache *732*
Emptying the cache and deleting temporary Internet files *732*
Toolbars *733*
Disabling picture display *735*
Setting your default browser *735*
Installing Add-ons *736*
NAVIGATION 737
Hyperlinks *737*
Back and Forward buttons *737*
Navigating through Web sites *737*
Revisiting Web pages via the address bar *737*
Visiting the Home Page *737*
BOOKMARKS 738
Adding a Web page to your favourites *738*
Opening a favorite (bookmark) *738*
Creating a new favorites folder *739*
Moving a favorite to a folder *741*
Renaming a bookmark *741*
Deleting a bookmark *741*
Adding a Web page to a specified bookmark folder *742*
Deleting a favourites folder *742*

USING THE WEB 744

FORMS 744
Submitting & resetting Web based forms *744*
SEARCHING 745
Search Engine Web sites *745*
Using Instant Search *745*
Using the Address Bar *747*
Using keywords and phrases *751*
Using specific words *751*
Using an exact phrase *752*
By excluding word(s) *752*
By date *753*
By file format *754*
Online encyclopaedias *756*
Online dictionaries *758*

WEB OUTPUTS 759

SAVING FILES 759

Copying a picture from a Web site page 759
Saving a picture on a Web page as a picture file 759
Copying a Web address (URL) to a document 760
Saving a Web page 760
Downloading files from a Web page 760
PREPARING & PRINTING 762
Previewing Web pages 762
Page Setup - Orientation, paper size and page margins 763
Printing the entire Web page 766
Printing a selected area on a Web page 766
Printing specific page(s) 767
Printing a number of copies 767

TERMINOLOGY & CONCEPTS 769

The structure of an email address 769
SMS (Short Message Service) 769
Voice over Internet Protocol (VoIP) 769
Instant messaging (IM) 770
Online (virtual) communities 770
SECURITY CONSIDERATIONS 772
Spam or Unsolicited Email 772
Phishing 772
Viruses 772
Digital signatures 772
E-MAIL THEORY 773
The advantages of using email 773
Netiquette 773
Issues when sending file attachments 774

USING THE APPLICATION 775

Starting Outlook 775
The Microsoft Outlook Screen 776
Microsoft Outlook Navigation Pane 779
Microsoft Outlook Standard Toolbar 779
Closing Outlook 779

SENDING AN E-MAIL 780

Creating and sending email 780
Checking that your email was sent 781
Sending emails to more than one person at a time 781
Sending a copy of a message to another address 782
What is a blind carbon copy? 782
Sending a copy of a message to another address using blind carbon copy 782
Setting the message subject 782
Copying text from another application into a message 782
Attaching a file to a message 783
Deleting an attached file from an outgoing message 784
Saving a draft copy of an e-mail 784
Spell checking your message 784

Setting message importance (message priority) *785*
Setting message sensitivity *786*
RECEIVING, READING AND REPLYING 787
Receiving emails *787*
Replying to the sender of a message *787*
Replying to the sender and all recipients of a message *788*
Forwarding a message *788*
Opening or saving an attached file *788*
Previewing a message before printing *789*
Printing a message *790*
ENHANCING PRODUCTIVITY 791
Adding an Inbox heading *791*
Removing an Inbox heading *793*
Setting message reply options *794*
Flagging a message *794*
Removing a flag mark from a mail message *795*
Marking a message as unread *795*
Marking a message as read *796*
Displaying or hiding toolbars *796*
Quick way of displaying / hiding toolbars *797*
Help and Outlook Demos *797*
Printing help sheets *801*

MANAGING E-MAILS 802

ORGANISING E-MAILS 802
Searching for a message *802*
Searching for messages by sender, subject or content *802*
Sorting the contents of the Inbox *803*
Creating a new mail folder *803*
Deleting a mail folder *805*
Moving a message to a different folder *805*
Deleting a message *806*
Restoring a message from the 'Deleted Items' folder *806*
Emptying the 'Deleted Items' folder *807*
Automatically emptying the 'Deleted Items' folder when you exit Outlook *807*

ADDRESS BOOK 808

What are contacts? *808*
Opening the Contacts folder *808*
Creating a contact *809*
Deleting a contact *810*
Adding the sender of a message to contacts *810*
Addressing an email to a contact *811*
What is a distribution list? *813*
Creating a new distribution list *813*
Adding an email address to a distribution list *814*
Removing an email address from a distribution list *815*
Sending an email to a distribution list *815*

Web Browsing

The Internet

Terminology and Concepts

Internet

The Internet is a collection of thousands of individual networks and organizations, each of which is run on its own. Each network cooperates with other networks to direct Internet traffic so that information can pass among them. Together, these networks and organizations make up the world of the Internet. For networks and computers to cooperate in this way, however, a general agreement must take place about things such as Internet procedures and standards for protocols. The World Wide Web Consortium (W3C) develops standards for the evolution of the most well-known part of the Internet, the World Wide Web (find it at www.w3.org). The W3C is an industry consortium run by the Laboratory for Computer Science at the Massachusetts Institute of Technology (MIT).

World Wide Web (WWW)

The World Wide Web (WWW) is just a small part of the Internet as a whole. The Internet, relates to all the hardware and software involved, and in addition to the WWW, it also includes FTP (File Transfer Protocol), email, newsgroups, etc..

The WWW is basically the text and pictures that you can view using your Web Browser, such as Microsoft Internet Explorer, Mozilla Firefox etc.

Web sites and URLs

A Web site is simply a group of files and folders which are stored on a WWW server and which can be freely accessed by people 'surfing the Web'. For instance Microsoft has a Web site, from which you can download information and software. The trouble is that you need to know the address of the Web site; in much the same way as if you want to phone someone you have to know his or her phone number. The address of a Web site is given by something called its URL (Uniform Resource Locator).

Due to the very large number of organizations who now have Web sites, you can also use a search engine, in which you can enter a word or phrase connected with what you wish to find and it will then display sites which match the information which you have entered. The results can be overwhelming however. A recent search using the search words "PC courseware" displayed a list of a million sites containing these words!

URL (Uniform Resource Locator)

The URL (Uniform Resource Locator) is just another name for a Web address. The URL consists of the name of the protocol (usually HTTP or FTP) followed by the address of the computer you want to connect to, e.g. a URL of **http://www.Google.com** would instruct your Web Browser to use the HTTP protocol to connect to the Google Web site.

Hyperlinks

A hyperlink is a piece of text (or a picture) on a Web page, which when clicked on will automatically:-

- Take you to a different part of the same page
- Take you to a different page within the Web site
- Take you to a page in a different Web site

- Enable you to download a file
- Launch an application, video or sound

Text which is underlined normally indicates a hyperlink. By default these text links are normally displayed in blue.

When you move the mouse pointer over a hyperlink, it changes to the shape of a hand.

ISP (Internet Service Provider)

If you want to connect to the Internet, you need to subscribe via an Internet Service Provider. The ISP gives you a connection to the Internet either via your telephone line or via a special digital high speed line or cable. An example of a popular ISP is AOL (America On-Line).

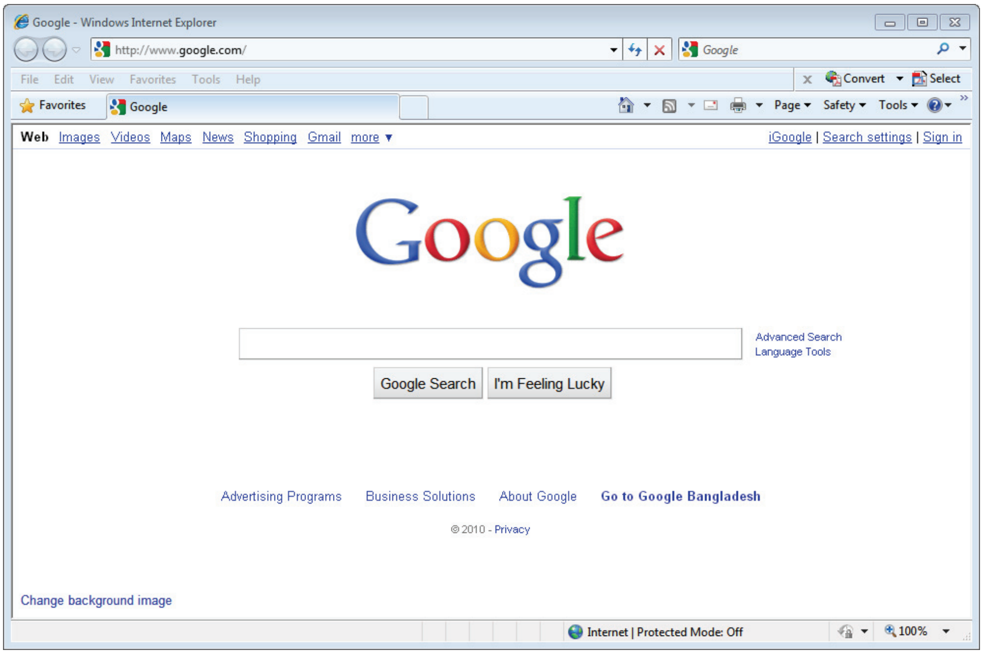
Structure of a Web Address

The Web Address (URL) has a very specific structure. Look at the following example.

Service:
The first part of the URL is the service specifier, such as HTTP or FTP, which specifies the access method.
Host:
The second part of the URL is the server internet address in this case:
www.cheltenhamcourseware.com
Folder and file structure:
The last past of the URL details the folder containing a particular file as well as the file itself. The starting file for a web site is often called the **Index** file.

Web Browser

The Web Browser allows you to view Web pages. Microsoft Internet Explorer looks like the illustration below.


Google - Windows Internet Explorer
http://www.google.com/
Google
File Edit View Favorites Tools Help
Convert
Select
Favorites
Google
Page
Safety
Tools
Web Images Videos Maps News Shopping Gmail more ▾
iGoogle | Search settings | Sign in
Google
Advanced Search
Language Tools
Google Search
I'm Feeling Lucky
Advertising Programs
Business Solutions
About Google
Go to Google Bangladesh
© 2010 - Privacy
Change background image
Internet | Protected Mode: Off
100%

Web browsing applications include 'Internet Explorer' (from Microsoft), Opera and Firefox. In each case there are many different versions, you will find that the later versions offer much more versatility, as well as a better range of built-in features. Another example is the Apple Safari web browser.

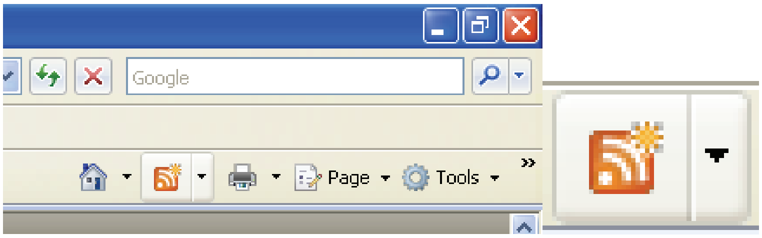
Search Engines

A search engine holds information about pages on Web sites throughout the Internet. It only has information about Web sites which have been reported to it, or ones that it has found out about automatically. It is important to realize that a search engine does not have complete information about all Web sites on the Internet! There are a number of different search engines, run by different organizations. Within a search engine you can enter a search phrase, such as **film reviews**, and the search engine will then search through its database and after a short pause, should display a list of sites that fit your search parameters.

Really Simple Syndication (RSS) feeds

RSS (Really Simple Syndication) is a method used to publish information that needs to be frequently updated. Such as news headlines, tickertapes or podcasts. A RSS document is called a "feed" or "channel".

You need software called an RSS reader to read and update RSS content. You can then subscribe to a feed using the RSS reader. The RSS reader regularly checks for updated content and then displays the new content. Most good news websites will have the option of an RSS feed. In most cases to subscribe, you need only click on a button within the site. Once you subscribe the content will update automatically without the need to keep pressing the refresh button.



Try visiting news web sites and see if you can subscribe to their RSS service. To help you a few news sites are listed below:

www.bbc.co.uk/news
www.cnn.com
www.abc.net.au/news

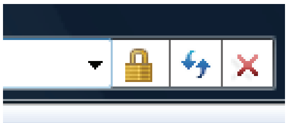
Podcasts

A podcast is a way of providing content such as radio programs in a form which can be easily downloaded and listened to later on a the PC or mobile devices such as an Apple iPod.
The term "podcast" is a combination of the words "iPod" and "broadcast".
Many web sites allow you to manually download content.
The thing that makes a podcast different is that once you subscribe to a podcast it will be downloaded automatically for you. The illustration below shows a typical page allowing you to subscribe to a podcast.

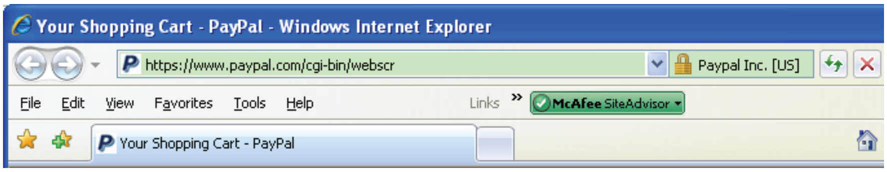
Security Considerations

Identifying Secure Web Sites and https

If a web page uses encryption you will see a padlock displayed in the Internet Explorer toolbar. If you do not see this padlock on a page requesting your credit card details you should not enter your credit card details.



Pages that are secured for the acceptance of credit cards normally have a web address that starts with **https**:// instead of **http**://, as in the example illustrated below.



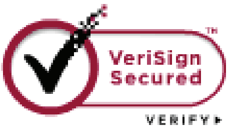
Your Shopping Cart - PayPal - Windows Internet Explorer

https://www.paypal.com/cgi-bin/webscr

Protected sites

A protected site is a site which allows only restricted access. In many cases sites are restricted via a password. If you do not supply the correct password when you access the site, you are not allowed to view the sites contents. Many companies may use the restrictions to allow information to be widely distributed, but in a controlled manner to its employees. Other examples are sites operated by commercial companies which are selling some type of information such as stock market movements.

Digital certificates



A digital certificate is used to encrypt information for secure transmission across the Internet. A digital certificate can be used to create a digital signature for an email, the signature guarantees the identity of sender, and it also ensures that the message cannot be tampered with in transit. A digital certificate can be purchased from a certificate authority such as **www.verisign.com** who will verify your identity. Digital certificates are used by Internet based shopping Web sites to encrypt your credit card details so they cannot be intercepted as they travel the Internet. You can view the digital certificate for a secure Web site by double clicking on the padlock in the Web Browser address bar, e.g. **https://www.paypal.com**

When you are purchasing from a web site there are a range of trust logos that may be displayed and clicking on these should authenticate the site. The **VeriSign Secured** logo is illustrated below.

Encryption

Encryption is a means of 'scrambling' a message or web page. It is used to make a transmission more secure, so that only the intended recipient of the message will be able to read the message. There are many means of enabling this encryption, both via hardware and software. A famous encryption program is called PGP.

Modern encryption programs are becoming so secure now that some governments are insisting that the manufacturers of the programs build a 'back-door' into the program which will enable the government/police/intelligence communities to easily read the messages. This is so that criminals who use the Internet do not have access to unbreakable encryption.

There are different levels of encryption, which is often described by the number of bits used within the encryption. Thus a system using 128 bit encryption would be much more secure than one using 32 bit encryption.

Security Threats

Viruses

Surfing the Internet can provide you with an incredible source of information. There are however dangers! If you download anything from the Web (even a document file), there is the possibility that the downloaded item may have been infected with a computer virus.

Worms

A computer worm is a self-replicating computer program that sends copies of itself to other computers via a network. It can copy itself from computer to computer without your knowledge.
If is different from a virus because it has no need to hide itself within another program. Many worms can reduce your available bandwidth due to their copying activities, but otherwise do not actually damage your files. However there are also destructive worms that will attack or compromise your data.

Trojans

A Trojan horse (often just called a ‘Trojan’) is a type of software which you normally expect to do one thing, but in fact it does something else that you did not intend.
A Trojan is not a computer virus and does not try and copy itself across your network. It is basically just a program which you need to run. The name comes from the classical story of the wooden Trojan Horse.

Spyware

This is different from a virus. Details such as your online browsing habits can be sent, without your knowledge, to marketing companies, or even criminal organizations that will try to get information such as your credit card details or access passwords.

Malware

The word Malware is a combination of the words "malicious" and "software". Malware is software designed to install itself and run without your consent and without your knowledge. Sometimes when you download free programs from an internet site, they come bundled with hidden programs that you did not ask for and will not want. Often these hidden programs send back marketing information to companies. Sometimes they may have more sinister purposes, such as sending your credit card details to criminals intending to steal from you.
When installing free programs you find on the net always read the licensing terms, as often the malware content is hidden away within this long document.

Spam

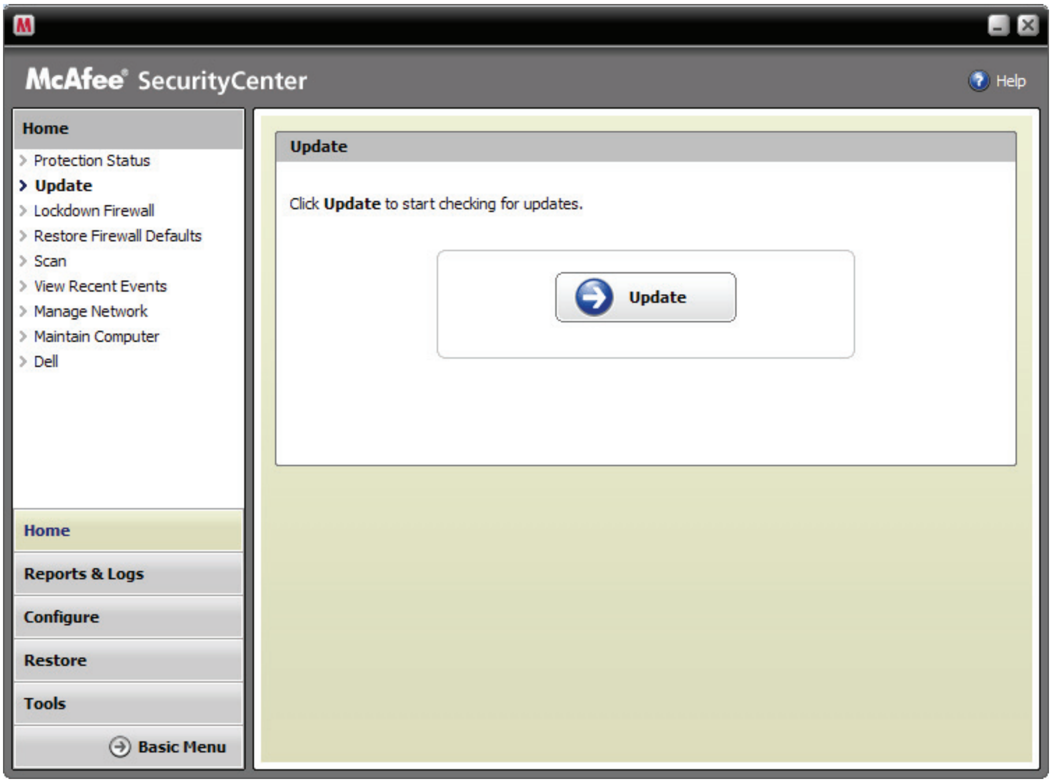
Be very careful about entering your email address into forms on Web sites which you are not familiar with. You may later get unsolicited emails (called spam) from that Web site. Even worse, your email address may be passed on to companies which sell lists of email addresses to advertisers, after which you will receive spam on a daily basis!

Fraud

Never give your credit card details to anyone or any company unless you know that you are dealing with a reputable organization. You may find that the items you purchase are never delivered or worse that your credit card details are used fraudulently to make other purchases.

Virus checkers

To give yourself some protection against virus attack, you should have a virus checker installed (such as Norton Anti-Virus, or McAfee). If an item that you download from the Internet is infected the virus checker program will detect it immediately. The other important point to remember is to update your virus checker on a regular basis, so that it knows about more recent viruses. Many antivirus programs have an auto-update feature which allows them to update themselves automatically as required. You can also run a manual update as illustrated below for the McAfee antivirus program.


McAfee SecurityCenter
Help
Home
Protection Status
Update
Lockdown Firewall
Restore Firewall Defaults
Scan
View Recent Events
Manage Network
Maintain Computer
Dell
Home
Reports & Logs
Configure
Restore
Tools
Basic Menu
Update
Update

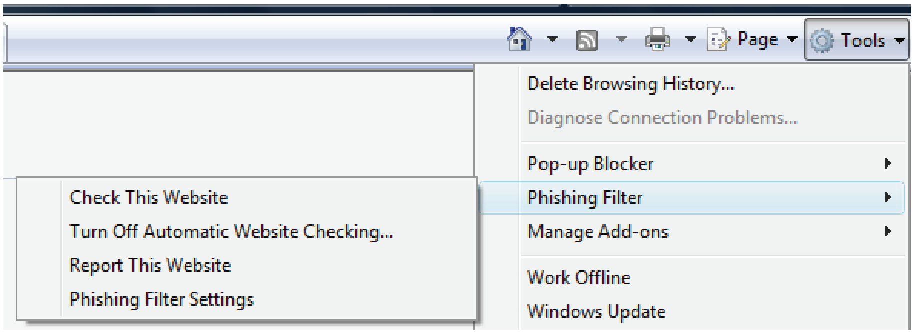
Click **Update** to start checking for updates.

Phishing Filter

Phishing refers to efforts to trick you into revealing your personal or financial information. This is often done by sending out millions of emails at random claiming to be from your bank or similar organizations and then requesting that you update your details, using a link provided within the email. When you click on this link you are taken to a web site that looks just like the real thing but is in fact a copy of a banks web site. When you type in your details, you have just given the information to criminals who will use that information in identity theft related crime.

TIP: If you get an email requesting that you update your details never respond. Bank and credit card companies never send out this type of email.

Click on the **down arrow** to the right of the **Tools** button. From the drop down menus displayed select the **Phishing Filter** command. This will display a submenu containing further commands.


Page
Tools
Delete Browsing History...
Diagnose Connection Problems...
Pop-up Blocker
Phishing Filter
Manage Add-ons
Work Offline
Windows Update
Check This Website
Turn Off Automatic Website Checking...
Report This Website
Phishing Filter Settings

Check This Website
Clicking on this option will check the Web site you are visiting against a list held by Microsoft of reported phishing websites.

Turn Off Automatic Website Checking
This is not a good idea and if you select this command you will see a warning dialog box displayed.

Report This Website
This option allows you to report a suspect site to Microsoft.

Phishing Filter Settings
Let’s you customize your settings.

Firewall
A firewall consists of software and hardware protection against invasion via the Internet. In most large companies any connection to the Internet automatically goes through a firewall which would have been installed and customized by the companies’ technical IT team. In most cases you will be unaware of the firewalls existence.

Internet security & password logons
When your Internet connection is setup for you there is normally a logon ID and a password issued to you. You should keep these details private and secure. Many PCs will remember these details for you and log you in and issue the correct password automatically. If you connect to a different network you may need to enter different details.

Risks associated with online activity
As well as all the benefits there are dangers linked to online activity.

Unintentional disclosure of personal information:
Many web sites ask you to register in order to access all the features of the site. Often registration can require you to provide details about yourself such as name, date of birth, address or telephone number.

Before you hand over your details consider if the web site is reputable? Do they publish a privacy policy? Can they be trusted to store your details in a secure manor, safe from hackers?

Bullying or harassment:

Bullies have started to exploit the Internet allowing them to continue harassing their victims. Often they send abusive or threatening emails, more technically able bullies will also produce web sites to circulate vicious rumours.

Targeting of users by predators:

The internet can allow everyone a certain level of anonymity, unfortunately the are people that abuse this, pretending to be someone they are not in order to gain your trust. Never reveal details about yourself in chat rooms. Never arrange to meet someone you have met through the Internet.

Parental control options

Many parents are worried about what their kids get up to when on the web. Some issues to consider are:

Supervision:

Set-up the computer in a family room. This will enable you to watch and participate in your child's Internet activities.

Web browsing restrictions:

There are many software products on the market which will block access to web sites that you consider inappropriate. Type searching for "cyber patrol" or "net nanny" for details. Internet Explorer includes some basic parental control options which are covered else ware in this course.

Computer games restrictions:

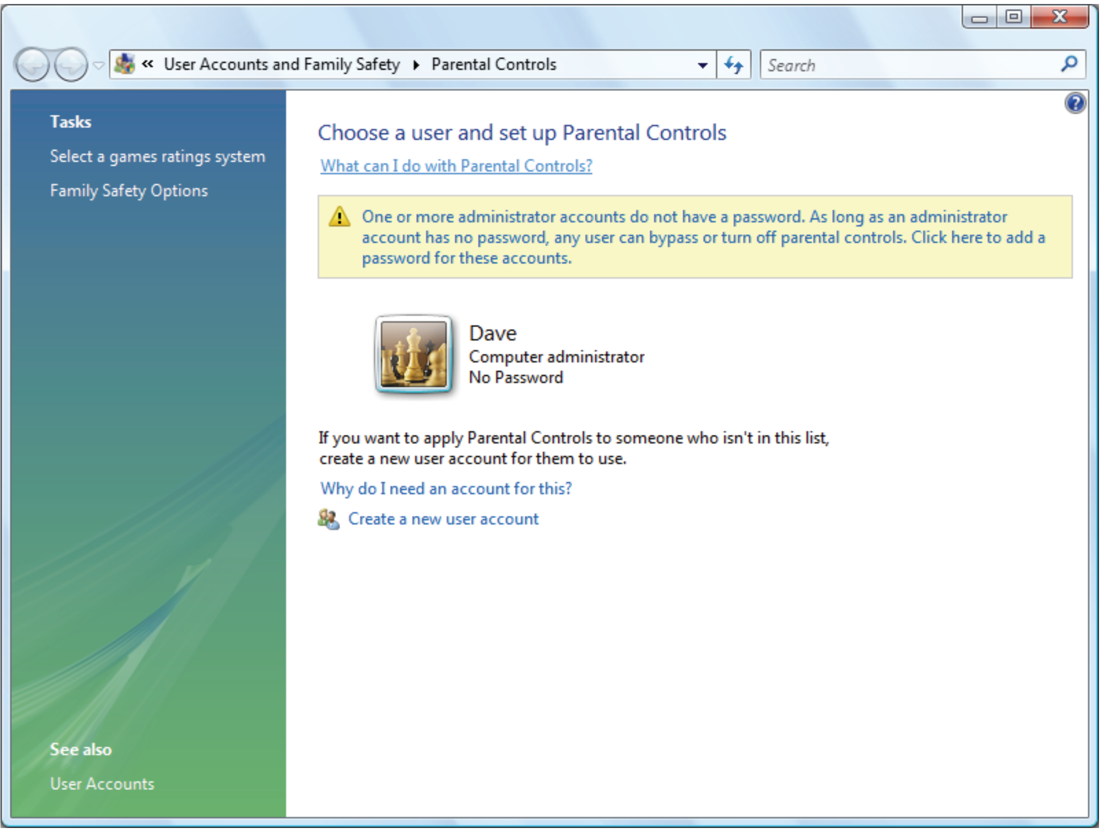
Computer games are now age rated in much the same way as films. This can help you decide if a particular game is appropriate. The latest generation of games consoles incorporate parental control options allowing you to prevent the play of games intended for an adult audience.

Computer usage time limits:

Set limits for the length of time spent using the computer. Excessive amounts of time spent online may indicate a problem.

Parental Filtering

Parental filtering lets you control how and when your children access the Internet. Setting up parental filtering requires that each child has a standard user account and you will need an Administrator user account. This may sound very complicated and it is beyond the level of this course. For now be aware that you can control Web access. If you need more information; then within the Internet Explorer, press the **F1** key and search for help using the phrase 'Parental Filtering'.


« User Accounts and Family Safety ▸ Parental Controls
Search
Tasks
Select a games ratings system
Family Safety Options
See also
User Accounts

Choose a user and set up Parental Controls

What can I do with Parental Controls?

One or more administrator accounts do not have a password. As long as an administrator account has no password, any user can bypass or turn off parental controls. Click here to add a password for these accounts.

Dave
Computer administrator
No Password

If you want to apply Parental Controls to someone who isn't in this list, create a new user account for them to use.

Why do I need an account for this?

Create a new user account

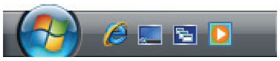
e

Using the Browser

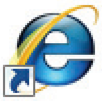
Basic Browsing

Opening Microsoft Internet Explorer

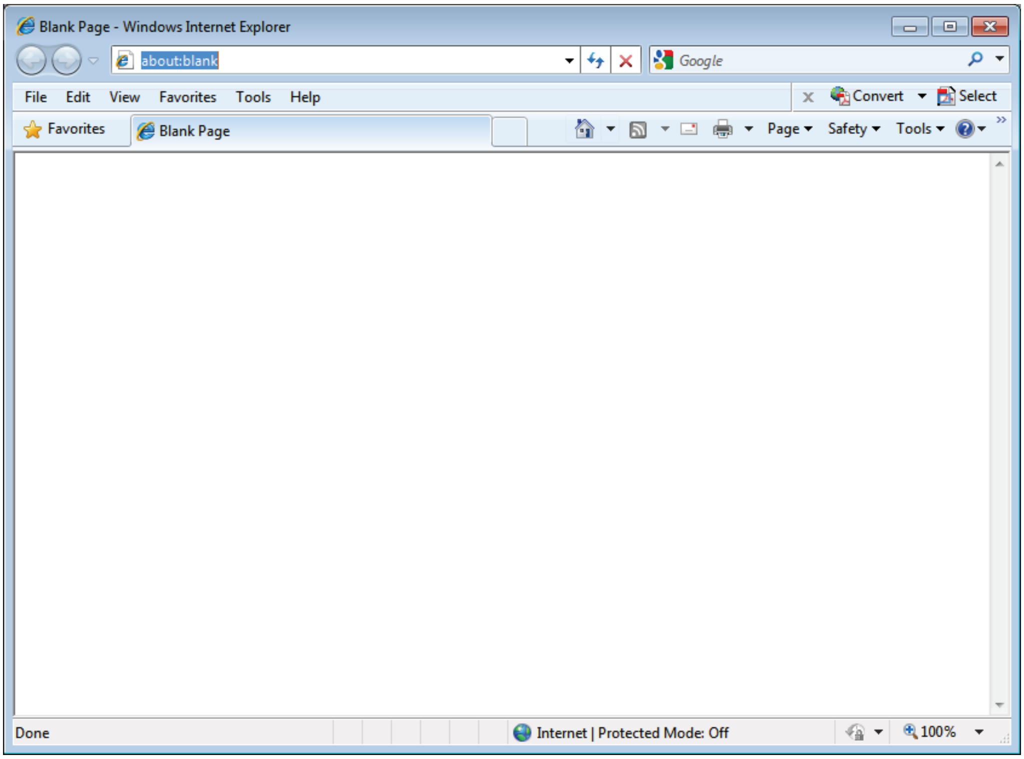
The Internet Explorer icon is usually displayed at the bottom-left of your screen.



On many computers you may also see the Internet Explorer icon displayed on your Desktop (the empty Windows screen).



Click on the icon and you will see the Internet Explorer window displayed on your screen.


Blank Page - Windows Internet Explorer
about:blank
Google
File
Edit
View
Favorites
Tools
Help
Convert
Select
Favorites
Blank Page
Page
Safety
Tools
Done
Internet | Protected Mode: Off
100%

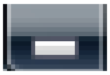
When the Internet Explorer opens it normally displays what is called the ‘Home Page’. This is the default Web page that the program is set to display. In the example shown, the computer was a Dell PC, and not surprisingly, Dell had set the Home Page to display a Web page relevant to Dell. As we will see you can easily change the Home Page of your particular copy of Internet Explorer.

If you want to close the Internet Explorer you would click on the **Close** icon at the top-right of the program window.

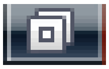
Minimizing, Maximizing, Restoring and Closing

These buttons act in the same way as every other standard Windows program and are displayed at the top-right of your screen.

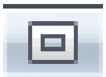
Clicking on the **Minimize** button will minimize the Program window down to the Windows Task Bar (the bar that runs along the bottom of your screen).



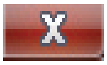
Clicking on the **Restore Down** button will run the program within a window.



Clicking on the **Maximize** button will maximize the program if you are viewing it within a window.



Clicking on the **Close** button with close the program.

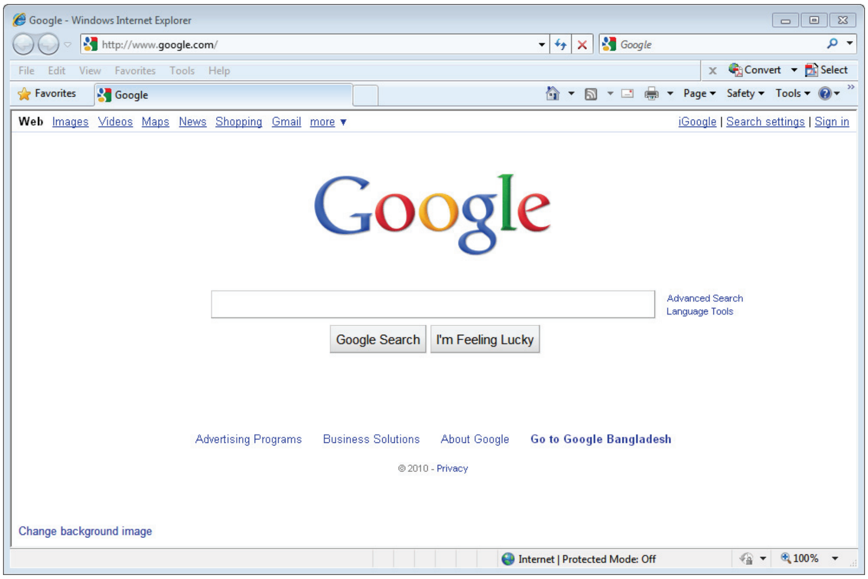


Entering a URL into the Address Bar

There is an address bar towards the top of the screen.

Type in the Web address (URL) for Google ***www.Google.com*** *and press the* ***Enter*** *key.*

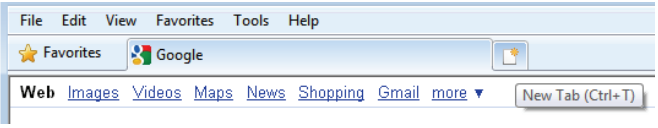
You will see the Google Web page displayed. It will look different, as Google changes the look and content of their Web site on a regular basis.


Google - Windows Internet Explorer
http://www.google.com/
Google
File Edit View Favorites Tools Help
Convert
Select
Favorites
Google
Page
Safety
Tools
Web Images Videos Maps News Shopping Gmail more ▼
iGoogle | Search settings | Sign in
Google
Advanced Search
Language Tools
Google Search
I'm Feeling Lucky
Advertising Programs
Business Solutions
About Google
Go to Google Bangladesh
© 2010 - Privacy
Change background image
Internet | Protected Mode: Off
100%

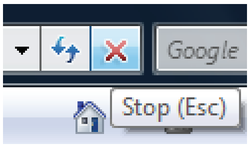
Creating a new tab

You may want to open and browse several web sites at a time. For that you can create new tabs to open new web sites.

Click on the button on the right of the tab. A new blank tab will be displayed and you can enter web site address same way as you done before.


File Edit View Favorites Tools Help
Favorites
Google
Web Images Videos Maps News Shopping Gmail more ▼
New Tab (Ctrl+T)

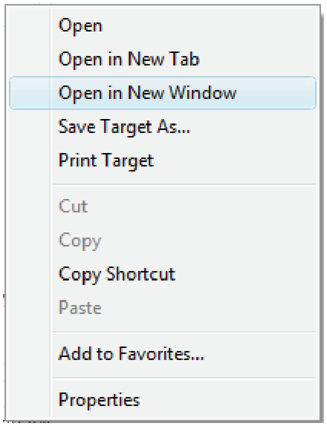
Stop button


Google
Stop (Esc)

Sometimes you may want to stop a page from continuing to download once you have clicked on it. It may be a very slow loading page and you get fed up waiting for all the pictures within the Web page to be displayed. To stop a page from continuing to download, click on the **Stop** button.

Forcing a Web page to display within a new window

Sometimes you may want to open the page that the hyperlink links to, within a new, separate window. To do this right click on a hyperlink and from the pop-up menu displayed, click on the **Open in New Window** command. You will now see two copies of the Internet Explorer displayed. One displays the original page while the second displays the page that you hyperlinked to.


Open
Open in New Tab
Open in New Window
Save Target As...
Print Target
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

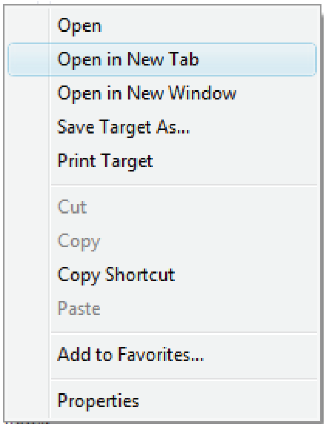
TIP: To open a hyperlinked Web page within a new window, hold down the **Shift** key and then click on the hyperlink.

Try this now.

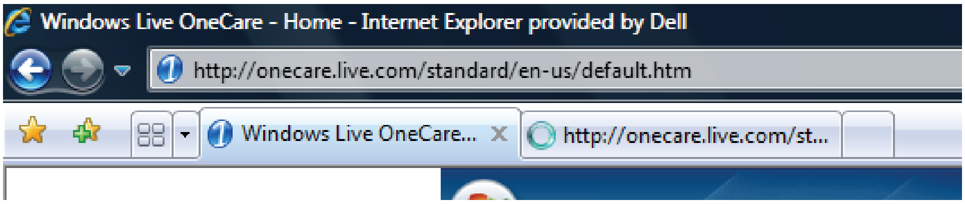
Forcing a Web page to display within a new tab

Sometimes you may want to open the page that the hyperlink links to, within a new tab (i.e. a new tab within the existing copy of the Internet Explorer). To do this right click on a hyperlink and from the pop-up menu displayed.

*Click on the **Open in New Tab** command.*

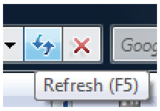

Open
Open in New Tab
Open in New Window
Save Target As...
Print Target
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

Try this now and you will now see two tabs displayed within your Internet Explorer window.


Windows Live OneCare - Home - Internet Explorer provided by Dell
http://onecare.live.com/standard/en-us/default.htm
Windows Live OneCare...
http://onecare.live.com/st...

Refreshing Web pages

Sometimes you may want to refresh a page. This means reloading the page. For instance you may be looking at a news page and after leaving the page on your screen for an hour, you might want to refresh the page, to display the latest version of the page. To refresh a page click on the **Refresh** icon.


Goog
Refresh (F5)

TIP: Many Web pages, such as news pages use special techniques to refresh themselves automatically.

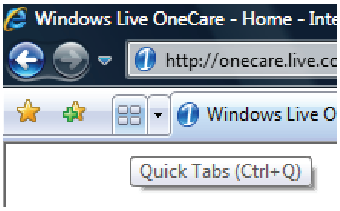
Switching between tabs

To switch from one tab to another simply click on the tab. Try this now.

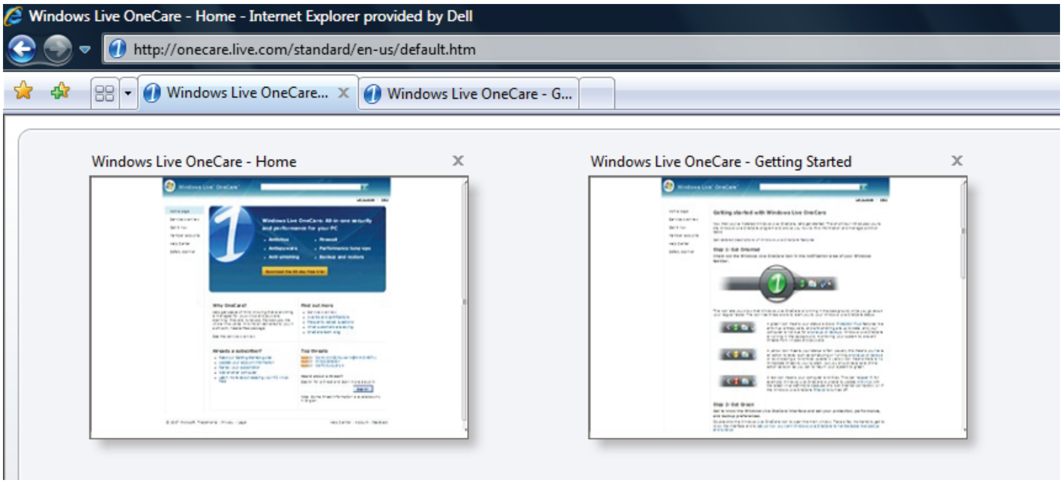
TIP: The tab switching keyboard shortcut is **Ctrl**+**Tab**.

Quick Tabs

*Click on the **Quick Tabs** icon (top-left of the screen).*


Windows Live OneCare - Home - Inte
http://onecare.live.co
Windows Live O
Quick Tabs (Ctrl+Q)

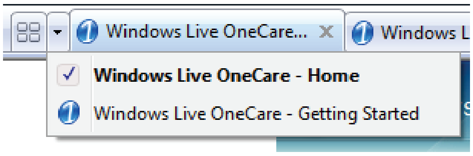
You will see the Web sites in your tabs, displayed as thumbnail previews.


Windows Live OneCare - Home - Internet Explorer provided by Dell
http://onecare.live.com/standard/en-us/default.htm
Windows Live OneCare...
Windows Live OneCare - G...
Windows Live OneCare - Home
Windows Live OneCare - Getting Started

Click on the preview Web that you want to view and you will switch to that Web site.

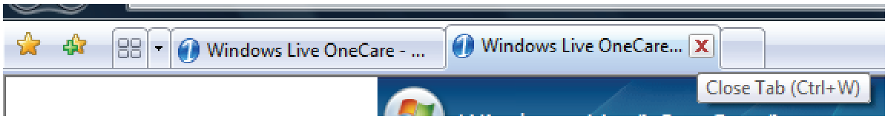
Tab List

If you click on the **down arrow** next to the **Quick Tabs** icon you will see the **Tab List**. Clicking on an item in the list will display the selected Web page.


Windows Live OneCare...
Windows L
Windows Live OneCare - Home
Windows Live OneCare - Getting Started

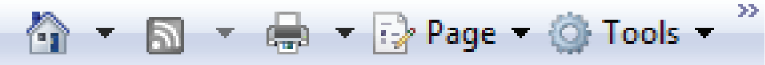
Closing a tab

To close a tab within the Internet Explorer, click on the **Close** icon displayed at the top-right of each tab.


Windows Live OneCare - ...
Windows Live OneCare...
Close Tab (Ctrl+W)

Internet Explorer icons

Towards the top-right of the Internet Explorer window you will see a number of icons displayed.



Home.

Clicking on this icon will display the Home Page for your copy of the Internet Explorer.

Feeds.

We will see more about feeds later.

Printer.

Let's you print your Web page.

Page.

Let's you select page related options.

Tools. Tools

Displays a range of Internet Explorer tools.

Available Help Functions

Displaying Help

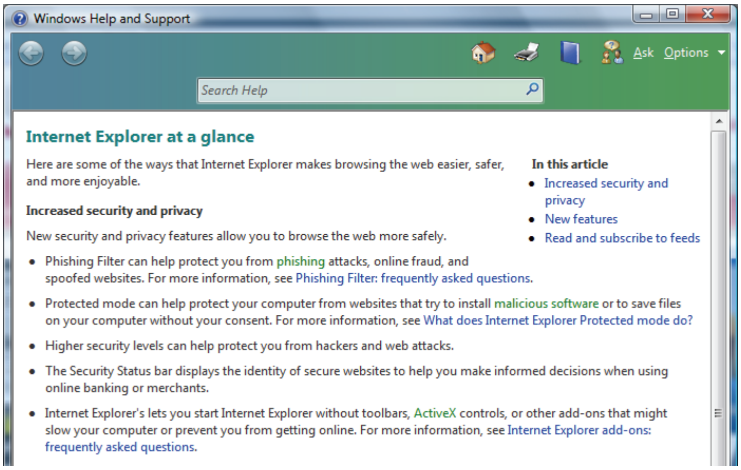
With the Internet Explorer window open, press the **F1** key. This will display the Internet Explorer help window. Within this window you can see information on topics including:

- Increased security and privacy
- New features
- Read and subscribe to feeds

Towards the bottom of the windows are further links to items such as:

- Internet Explorer keyboard shortcuts
- Fill in website forms and passwords automatically
- How to know if an online transaction is secure
- Internet Explorer browser settings

Take a little time reading up on the new features available within this version of Internet Explorer.



Internet Explorer at a glance

Here are some of the ways that Internet Explorer makes browsing the web easier, safer, and more enjoyable.

In this article
- Increased security and privacy
- New features
- Read and subscribe to feeds

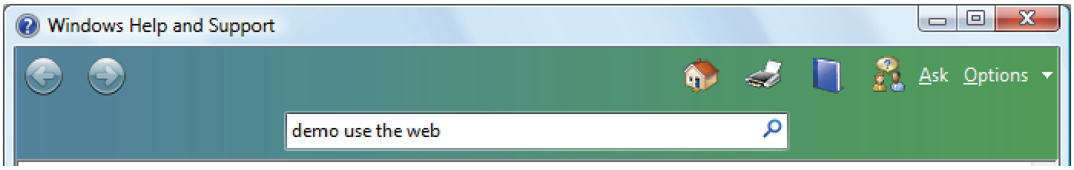
Increased security and privacy

New security and privacy features allow you to browse the web more safely.

- Phishing Filter can help protect you from phishing attacks, online fraud, and spoofed websites. For more information, see Phishing Filter: frequently asked questions.
- Protected mode can help protect your computer from websites that try to install malicious software or to save files on your computer without your consent. For more information, see What does Internet Explorer Protected mode do?
- Higher security levels can help protect you from hackers and web attacks.
- The Security Status bar displays the identity of secure websites to help you make informed decisions when using online banking or merchants.
- Internet Explorer's lets you start Internet Explorer without toolbars, ActiveX controls, or other add-ons that might slow your computer or prevent you from getting online. For more information, see Internet Explorer add-ons: frequently asked questions.

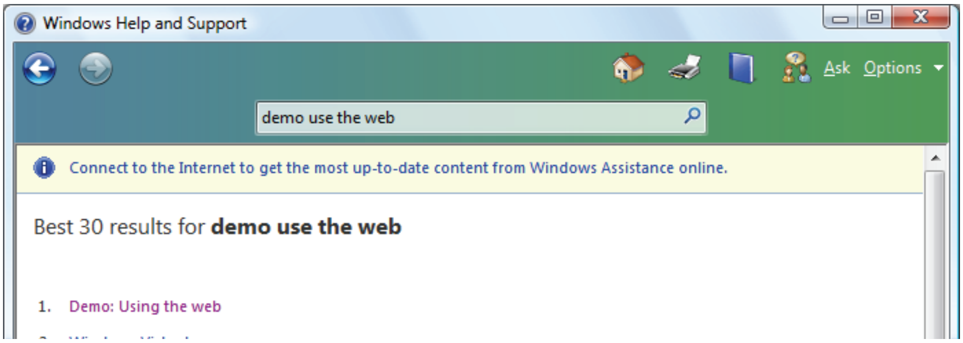
Help Demos

*Within the Help search box, type in the words **Demo use the Web**, as illustrated below, and the press the **Enter** key.*



demo use the web

You will see the demo link illustrated below.



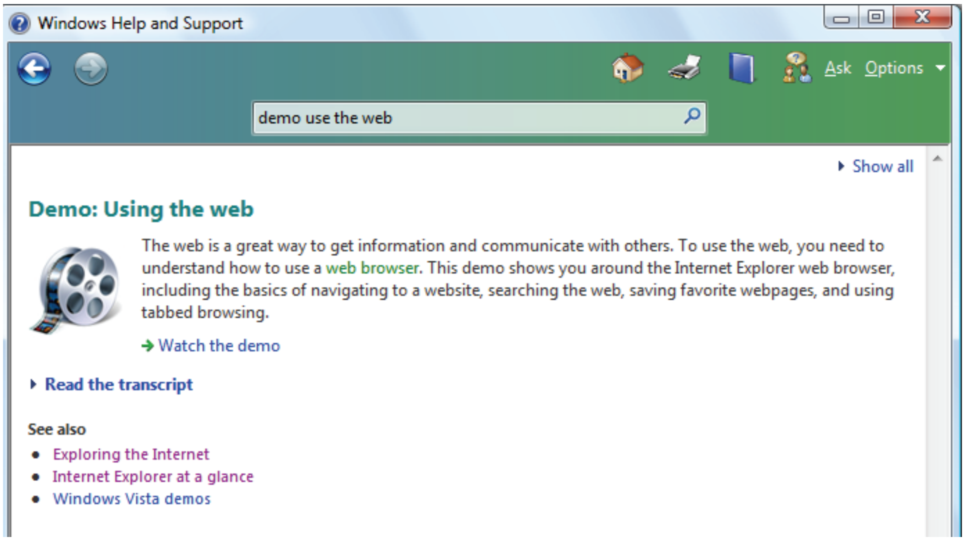
demo use the web

Connect to the Internet to get the most up-to-date content from Windows Assistance online.

Best 30 results for **demo use the web**

1. Demo: Using the web

Click on this link and you will see the following.



demo use the web

Demo: Using the web

The web is a great way to get information and communicate with others. To use the web, you need to understand how to use a web browser. This demo shows you around the Internet Explorer web browser, including the basics of navigating to a website, searching the web, saving favorite webpages, and using tabbed browsing.

→ Watch the demo

Read the transcript

See also

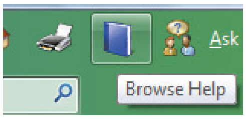
- Exploring the Internet
- Internet Explorer at a glance
- Windows Vista demos

*Click on the **Watch the demo** link. Note there is sound as well as pictures, so make sure that your speakers are connected up.*

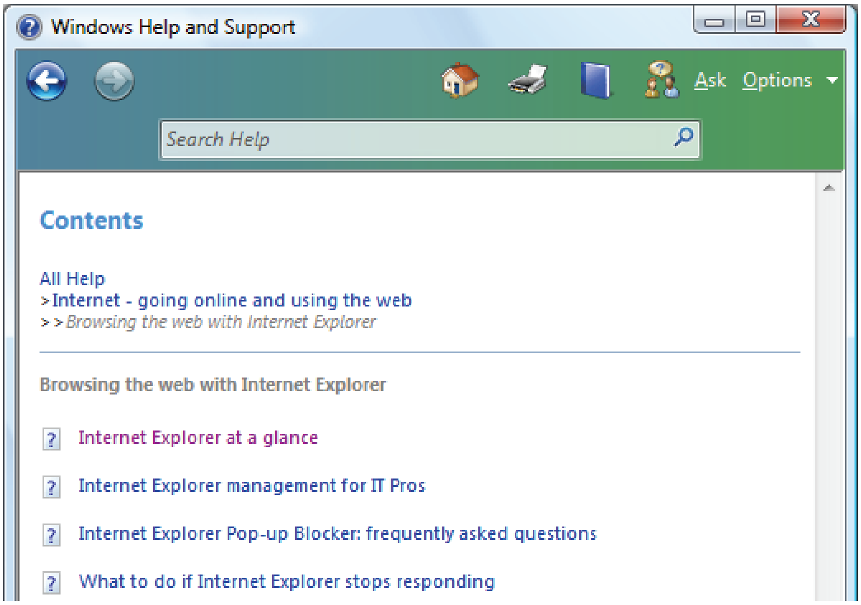
Close the demo window when you have finished watching the presentation.

Browsing for Help

*Click on the **Browse Help** icon.*



This will display a window, as illustrated below.


Windows Help and Support
Ask
Options
Search Help

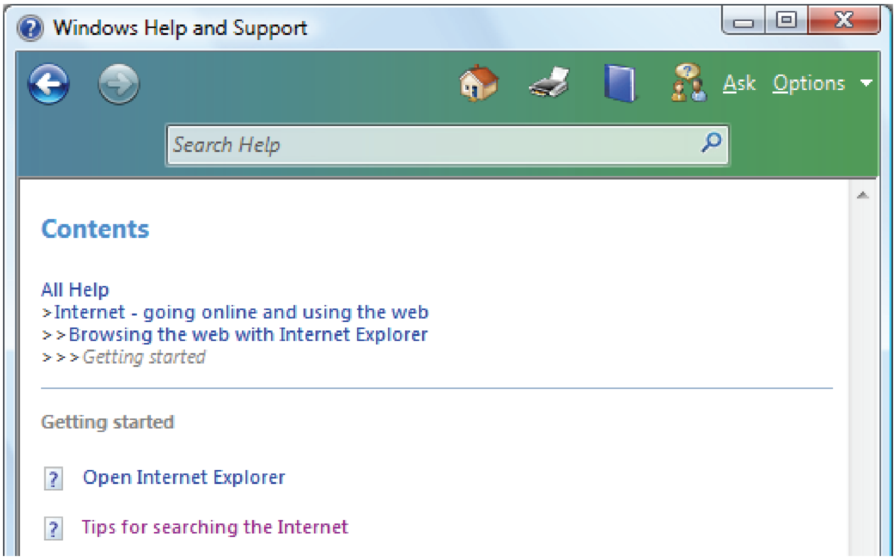
Contents

All Help
>Internet - going online and using the web
>>*Browsing the web with Internet Explorer*

Browsing the web with Internet Explorer

- Internet Explorer at a glance
- Internet Explorer management for IT Pros
- Internet Explorer Pop-up Blocker: frequently asked questions
- What to do if Internet Explorer stops responding

You can use this window to browse for topics of interest. For instance clicking on the **Getting Started** item, will display the following.


Windows Help and Support
Ask
Options
Search Help

Contents

All Help
>Internet - going online and using the web
>>Browsing the web with Internet Explorer
>>>*Getting started*

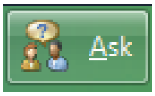
Getting started

- Open Internet Explorer
- Tips for searching the Internet

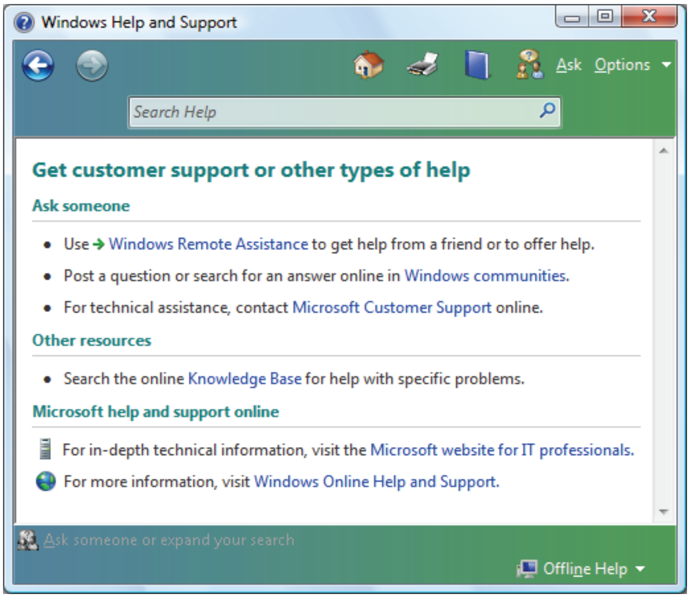
Experiment by clicking on some of these links and seeing what sort of help is available.

Asking for Help

*Click on the **Ask** icon.*



This will display the following window.



Get customer support or other types of help

Ask someone

- Use → Windows Remote Assistance to get help from a friend or to offer help.
- Post a question or search for an answer online in Windows communities.
- For technical assistance, contact Microsoft Customer Support online.

Other resources

- Search the online Knowledge Base for help with specific problems.

Microsoft help and support online

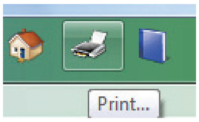
For in-depth technical information, visit the Microsoft website for IT professionals.

For more information, visit Windows Online Help and Support.

You can use this to get help online or search the **Knowledge Base** which is a technical database which can be very useful for solving particular problems.

Printing Help sheets

*Display a page of help information and then click on the **Print** icon to print that page of information.*



Settings

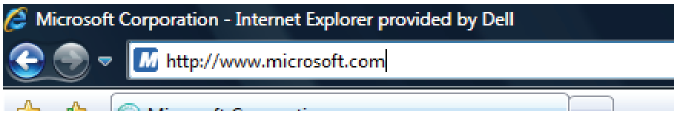
Setting Home Page (Start Page)

You can set your Home Page to any Web page you like. Once set this means that the page you select will be displayed automatically within the Internet Explorer each time you start the program.

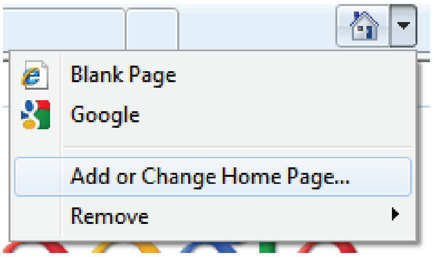
*Display the Web page that you would like to set as the home page. In this case type the following into the address bar and then press the **Enter** key:*

www.microsoft.com

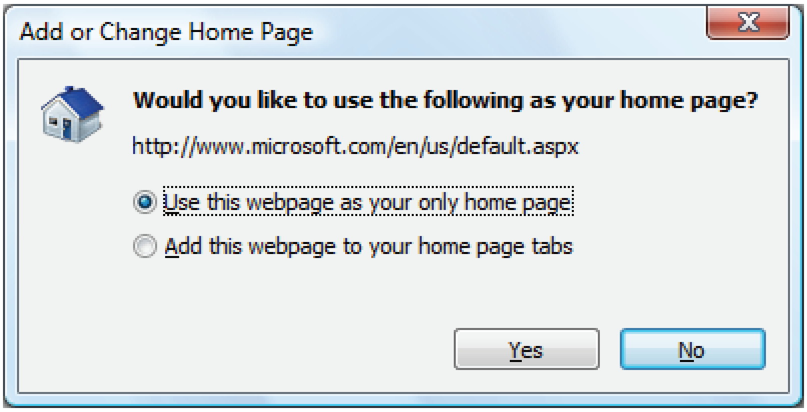
You will see the following


Microsoft Corporation - Internet Explorer provided by Dell
http://www.microsoft.com

*Once the Microsoft Home is displayed, click on the **down arrow** next to the **Home** icon. This will display a drop down menu. Select the **Add or Change Home Page** command.*


Blank Page
Google
Add or Change Home Page...
Remove

This will display the **Add or Change Home Page** dialog box, as illustrated.


Add or Change Home Page

Would you like to use the following as your home page?

http://www.microsoft.com/en/us/default.aspx

● Use this webpage as your only home page

○ Add this webpage to your home page tabs

Yes
No

*Click on the **Use this webpage as your only home page** option. Click on the **Yes** button. You will not see any changes, but the home page has been changed.*

NOTE: You may see a pop-up from your anti-virus checker asking if you really want to allow your home page to be changed. The reason for this is that some malicious virus type programs often try to change your home page to a page selling you a product or service you do not want.

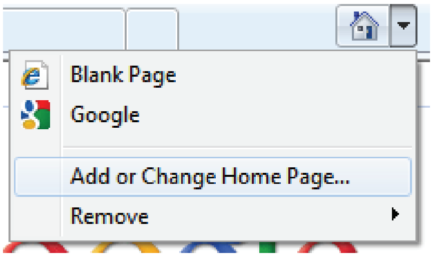
Close the Internet Explorer program and then restart the Internet Explorer program. You should see that the Microsoft page now opens up automatically.

Setting multiple Home Pages

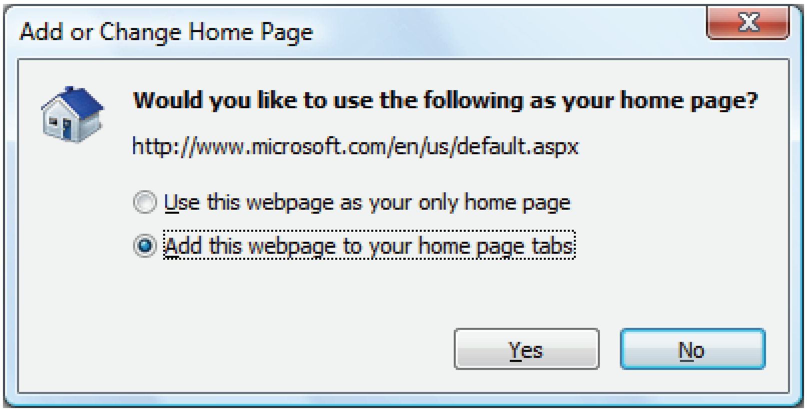
*Display the Web page that you would like to set as a home page on another of your tabs. In this case type the following into the address bar and then press the **Enter** key:*

www.intel.com

*Once the Intel Home is displayed, click on the **down arrow** next to the **Home** icon. This will display a drop down menu. Select the **Add or Change Home Page** command.*



This will display the **Add or Change Home Page** dialog box, as illustrated.



Would you like to use the following as your home page?

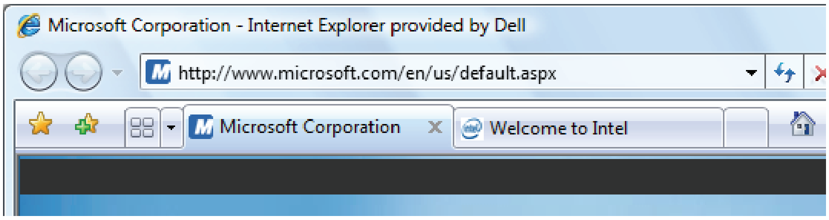
http://www.microsoft.com/en/us/default.aspx

○ Use this webpage as your only home page

● Add this webpage to your home page tabs

*Click on the **Add this webpage to your home page tabs** option. Click on the **Yes** button. You will not see any changes, but the home page has been changed.*

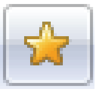
Close the Internet Explorer program and then restart the Internet Explorer program. You should see that the Microsoft Web site and the Intel Web sites both now open up automatically, as illustrated.


Microsoft Corporation - Internet Explorer provided by Dell
http://www.microsoft.com/en/us/default.aspx
Microsoft Corporation
Welcome to Intel

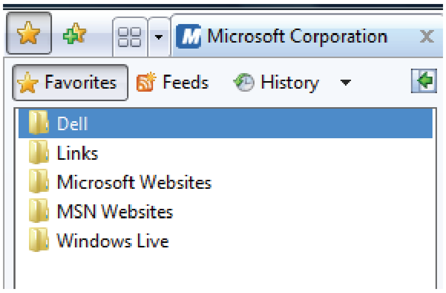
Displaying your viewing history

Internet Explorer keeps a log of the Web sites you have visited. You can display this list and click on a Web site within the history list to revisit it.

To view your history, click on ***Favourites Centre*** *icon (top-left of your window).*

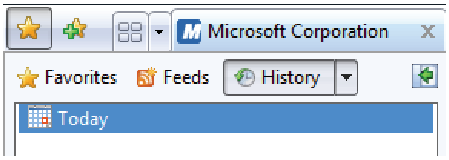


This will display the following drop down.

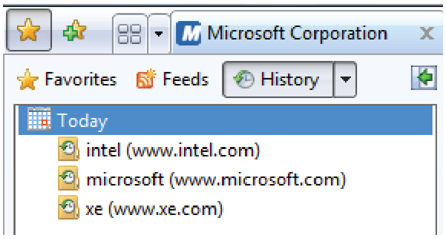

Microsoft Corporation
Favorites
Feeds
History
Dell
Links
Microsoft Websites
MSN Websites
Windows Live

TIP: The keyboard shortcut to display this drop down is **Alt+C**.

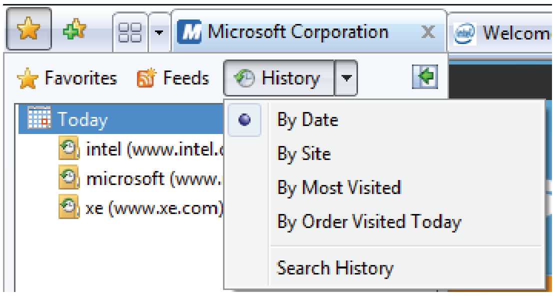
Click on the ***History*** *button. You will see the following.*


Microsoft Corporation
Favorites
Feeds
History
Today

Click on the ***Today*** *icon and the list will expand to display all the Web sites you have visited today. Clicking on an item in the list will display that Web site.*

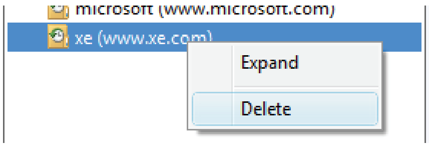

Microsoft Corporation
Favorites
Feeds
History
Today
intel (www.intel.com)
microsoft (www.microsoft.com)
xe (www.xe.com)

TIP: Clicking on the **down arrow** next to the **History** button will allow you to sort the history by specified criteria, such as **date**, **site name**, **most visited sites** and by **order visited today**.


Microsoft Corporation
Welcom
Favorites
Feeds
History
Today
intel (www.intel.c
microsoft (www.
xe (www.xe.com)
By Date
By Site
By Most Visited
By Order Visited Today
Search History

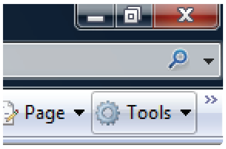
Deleting a history item

To delete a history item, right click over the item in the history list and from the pop-up menu displayed, select the ***Delete*** *command.*

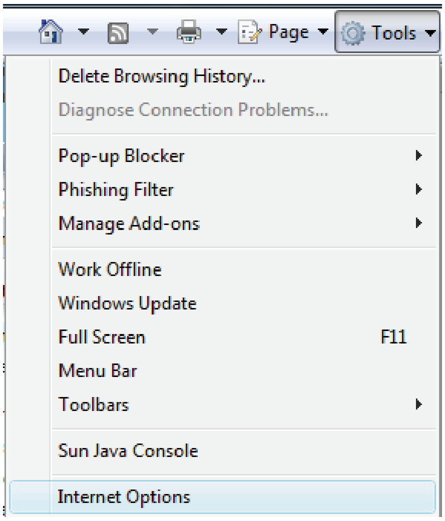

microsoft (www.microsoft.com)
xe (www.xe.com)
Expand
Delete

Deleting the entire browsing history and temporary files

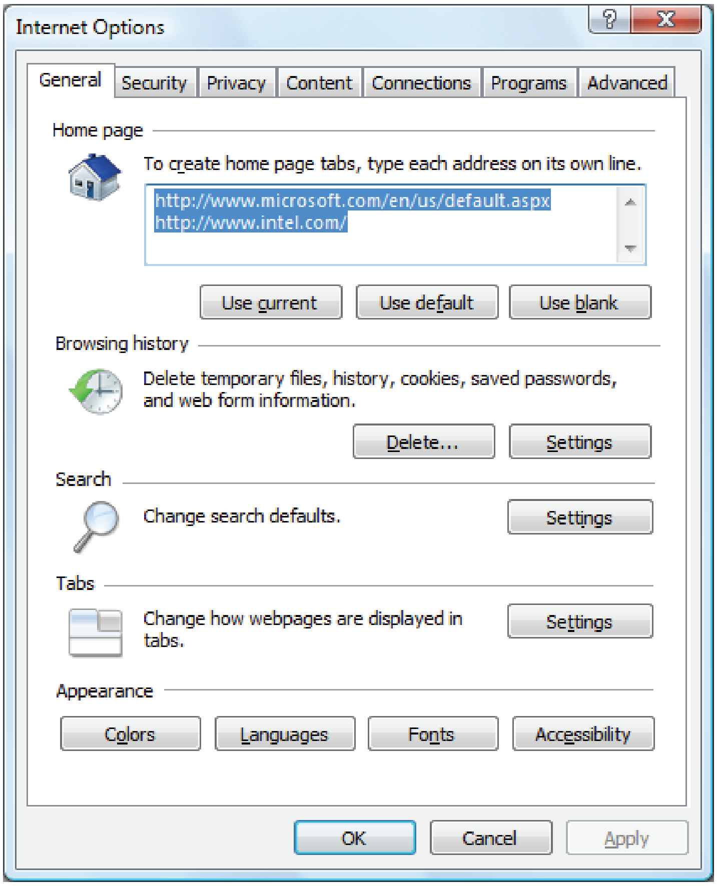
Click on the ***Tools*** *button (top-right of your screen).*



From the drop down list displayed, select the **Internet Options** command.


Page
Tools
Delete Browsing History...
Diagnose Connection Problems...
Pop-up Blocker
Phishing Filter
Manage Add-ons
Work Offline
Windows Update
Full Screen F11
Menu Bar
Toolbars
Sun Java Console
Internet Options

This will display the **Internet Options** dialog box.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Home page
Use current
Use default
Use blank
Browsing history
Delete...
Settings
Search
Settings
Tabs
Settings
Appearance
Colors
Languages
Fonts
Accessibility
OK
Cancel
Apply

To create home page tabs, type each address on its own line.

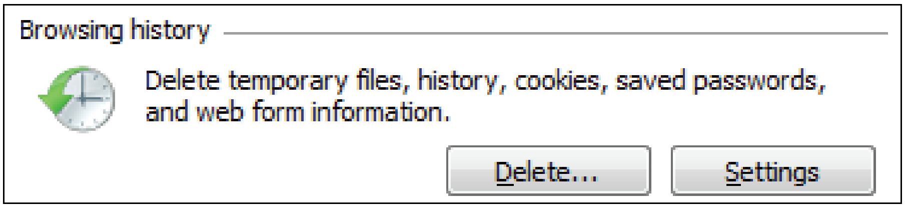
http://www.microsoft.com/en/us/default.aspx
http://www.intel.com/

Delete temporary files, history, cookies, saved passwords, and web form information.

Change search defaults.

Change how webpages are displayed in tabs.

Within the **Browsing history** section of the dialog box, click on the **Delete** button.

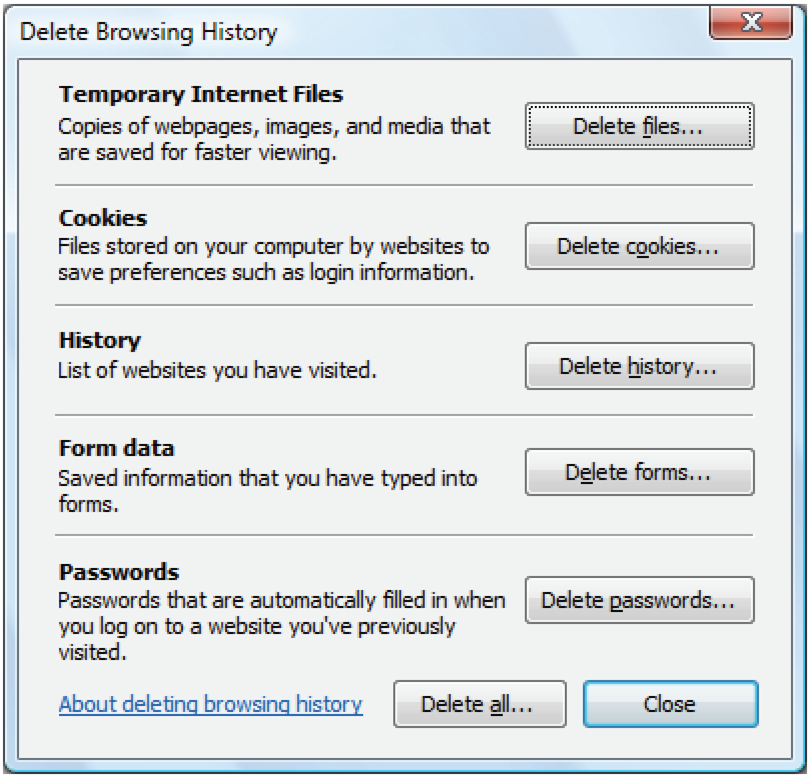


Browsing history

Delete temporary files, history, cookies, saved passwords, and web form information.

Delete...
Settings

This will display the **Delete Browsing History** dialog box.



Delete Browsing History

Temporary Internet Files
Copies of webpages, images, and media that are saved for faster viewing.

Cookies
Files stored on your computer by websites to save preferences such as login information.

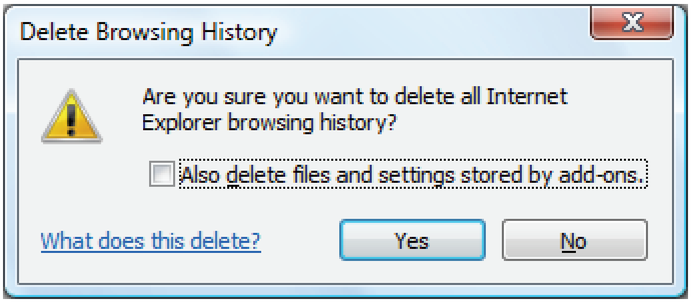
History
List of websites you have visited.

Form data
Saved information that you have typed into forms.

Passwords
Passwords that are automatically filled in when you log on to a website you've previously visited.

Delete files...
Delete cookies...
Delete history...
Delete forms...
Delete passwords...
About deleting browsing history
Delete all...
Close

You can choose to delete only particular types of files or you can click on the **Delete all** button displayed at the bottom of the dialog box. Click on this option and you will see the following dialog box.



Delete Browsing History

Are you sure you want to delete all Internet Explorer browsing history?

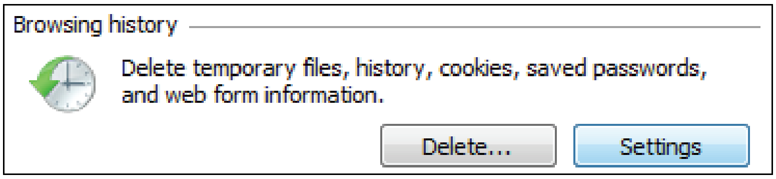
☐ Also delete files and settings stored by add-ons.

What does this delete?
Yes
No

*Click on the **Yes** button to delete your entire browsing history, along with any temporary files that may have been downloaded.*

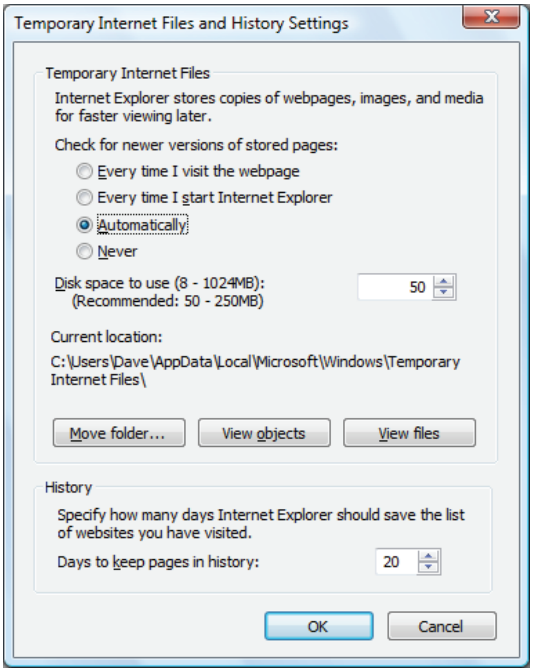
Customizing history options

*Click on the **Tools** button (top-right of your screen). From the drop down list displayed, select the **Internet Options** command which will display the **Internet Options** dialog box. Within the **Browsing history** section of the dialog box, click on the **Settings** button.*


Browsing history

Delete temporary files, history, cookies, saved passwords, and web form information.

This will display the Temporary Internet Files and History Settings dialog box.


Temporary Internet Files and History Settings

Temporary Internet Files

Internet Explorer stores copies of webpages, images, and media for faster viewing later.

Check for newer versions of stored pages:

- ○ Every time I visit the webpage
- ○ Every time I start Internet Explorer
- ● Automatically
- ○ Never

Disk space to use (8 - 1024MB): 50
(Recommended: 50 - 250MB)

Current location:
C:\Users\Dave\AppData\Local\Microsoft\Windows\Temporary Internet Files\

History

Specify how many days Internet Explorer should save the list of websites you have visited.

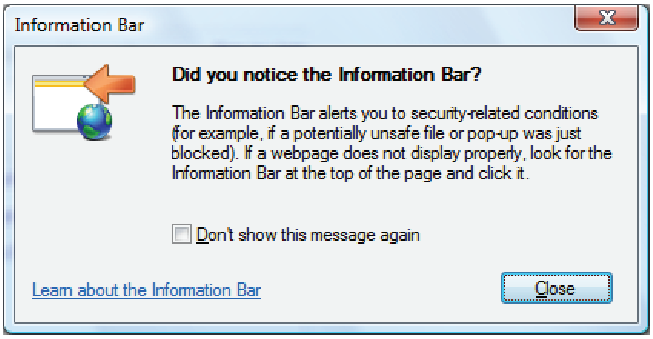
Days to keep pages in history: 20

You can use the settings within this dialog box to specify how many days are recorded within the History tracking system.

Information Bar

The Information Bar is displayed, when needed, just above a Web page and is used by Internet Explorer to display information relating to security, file downloads and blocked pop-up windows.

In the example illustrated, we visited the CNN Web site (**www.cnn.com**) and the following dialog box was displayed.



Information Bar

Did you notice the Information Bar?

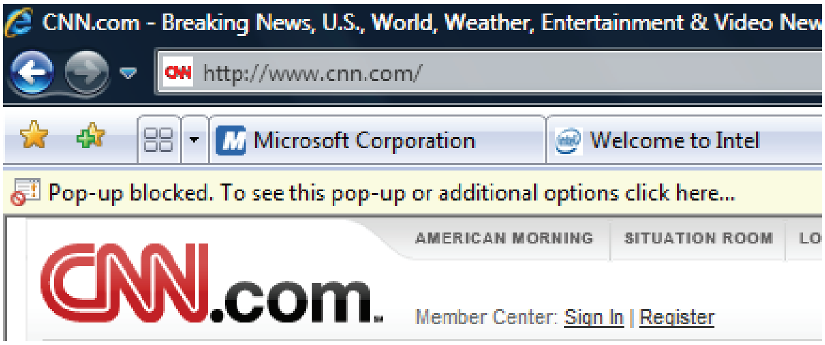
The Information Bar alerts you to security-related conditions (for example, if a potentially unsafe file or pop-up was just blocked). If a webpage does not display properly, look for the Information Bar at the top of the page and click it.

☐ Don't show this message again

Learn about the Information Bar
Close

TIP: As Web sites are always changing, you may not see this pop-up if you try visiting the CNN web site.

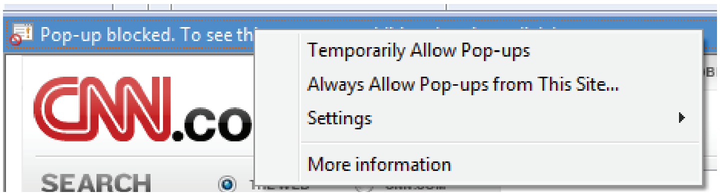
After reading the Information Bar window, clicking on the **Close** button will close the window. A message is displayed within the Information Bar.



Pop-up blocked. To see this pop-up or additional options click here...

CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video New
http://www.cnn.com/
Microsoft Corporation
Welcome to Intel
AMERICAN MORNING
SITUATION ROOM
LO
CNN.com
Member Center: Sign In | Register

Clicking on the **Information Bar** displays a list of options.

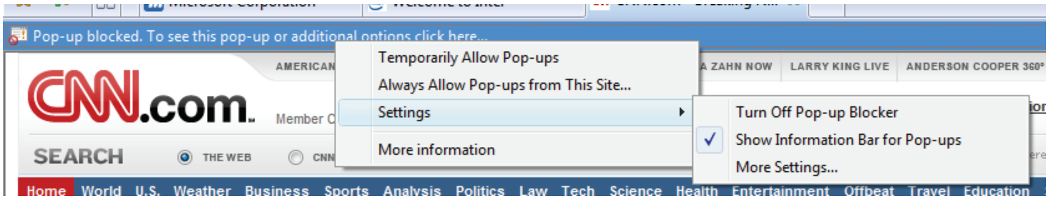


Pop-up blocked. To see th
CNN.co
SEARCH
Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
More information

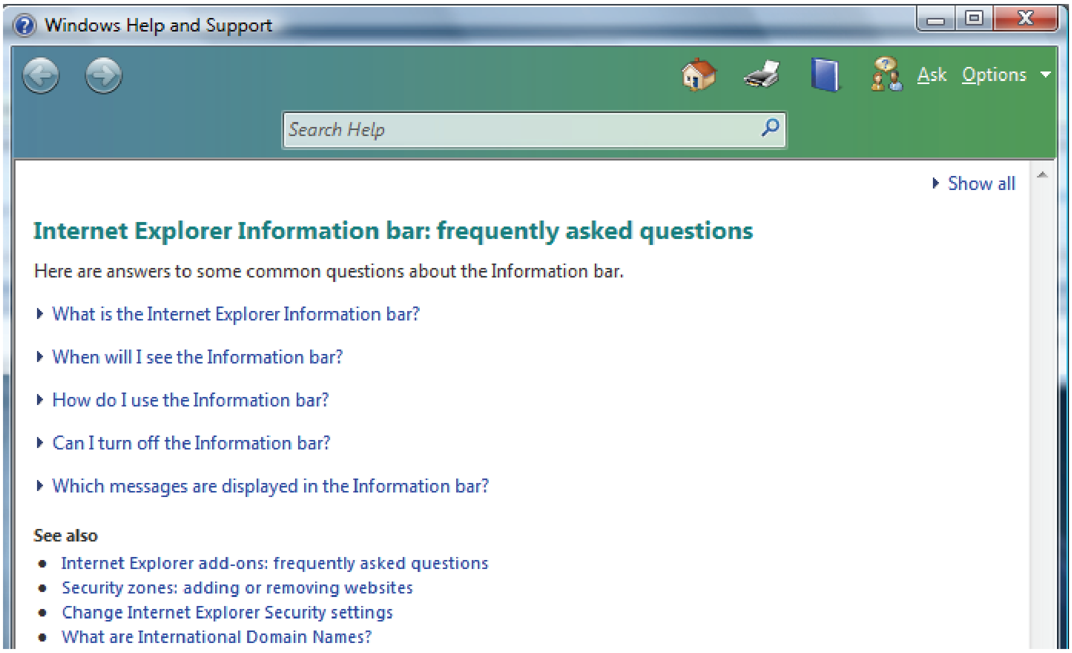
Temporarily Allows Pop-ups.
Allows pop-ups while you are currently viewing this site. If you later come back to this site the pop-ups will again be blocked.

Always Allows Pop-ups from this Site.
This option will always allow this site to display pop-up messages. Be very sure about this before using this option.

Settings.
Clicking on this option will display a submenu of additional options, allowing you to turn off pop-up blocking or specify which sites you will allow pop-ups to be displayed from.


Pop-up blocked. To see this pop-up or additional options click here...
Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
More information
Turn Off Pop-up Blocker
✓ Show Information Bar for Pop-ups
More Settings...
CNN.com
SEARCH
THE WEB
Home World U.S. Weather Business Sports Analysis Politics Law Tech Science Health Entertainment Offbeat Travel Education

More Information.
Clicking on this option displays Help about pop-up blocking


Windows Help and Support
Ask
Options
Search Help
Show all

Internet Explorer Information bar: frequently asked questions

Here are answers to some common questions about the Information bar.

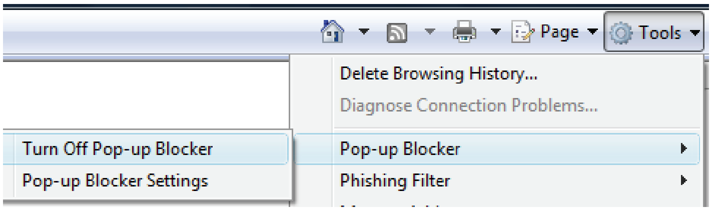
- What is the Internet Explorer Information bar?
- When will I see the Information bar?
- How do I use the Information bar?
- Can I turn off the Information bar?
- Which messages are displayed in the Information bar?

See also

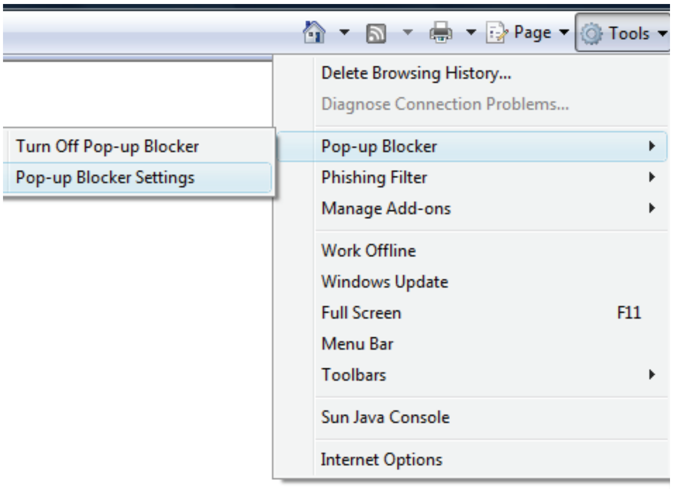
- Internet Explorer add-ons: frequently asked questions
- Security zones: adding or removing websites
- Change Internet Explorer Security settings
- What are International Domain Names?

Pop-Up blocking

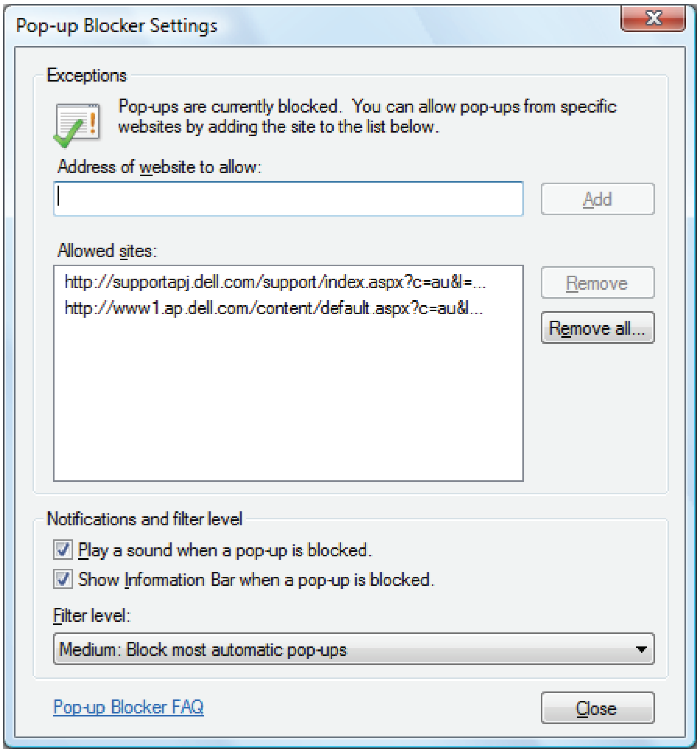
Pop-ups are annoying little windows or messages that pop-up when you visit certain sites. They are mostly used for marketing purposes but sometimes may be used for surveys or other purposes. It is a good idea to make sure that your computer is setup to block pop-ups. To do this click on the **down arrow** next to the **Tools** button within the Internet Explorer toolbar. From the drop down list displayed, click on the **Pop-up Blocker** command. From the submenu displayed, make sure that pop-up blocking is enabled.


Page
Tools
Delete Browsing History...
Diagnose Connection Problems...
Pop-up Blocker
Phishing Filter
Turn Off Pop-up Blocker
Pop-up Blocker Settings

*Click on the **down arrow** next to the **Tools** button within the Internet Explorer toolbar. From the drop down list displayed, click on the **Pop-up Blocker** command. From the submenu displayed, click on the **Pop-up Blocker Settings** command. This will display the following.*


Page
Tools
Delete Browsing History...
Diagnose Connection Problems...
Turn Off Pop-up Blocker
Pop-up Blocker Settings
Pop-up Blocker
Phishing Filter
Manage Add-ons
Work Offline
Windows Update
Full Screen F11
Menu Bar
Toolbars
Sun Java Console
Internet Options

This will display the **Pop-up Blocker Settings** dialog box.


Pop-up Blocker Settings

Exceptions

Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below.

Address of website to allow:

Allowed sites:

http://supportapj.dell.com/support/index.aspx?c=au&l=...
http://www1.ap.dell.com/content/default.aspx?c=au&l...

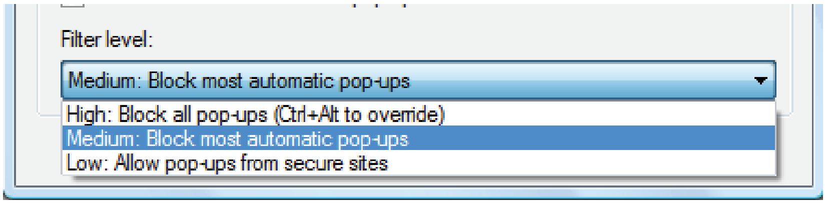
Notifications and filter level

☑ Play a sound when a pop-up is blocked.
☑ Show Information Bar when a pop-up is blocked.

Filter level:
Medium: Block most automatic pop-ups

Add
Remove
Remove all...
Pop-up Blocker FAQ
Close

If you want to allow pop-ups from trusted sites, you can enter the Internet address (URL) into the **Allowed sites** section of the dialog box. You can also remove any sites that have been listed there.
You can use the **Filter level** section of the dialog box to set the strength of pop-up blocking.

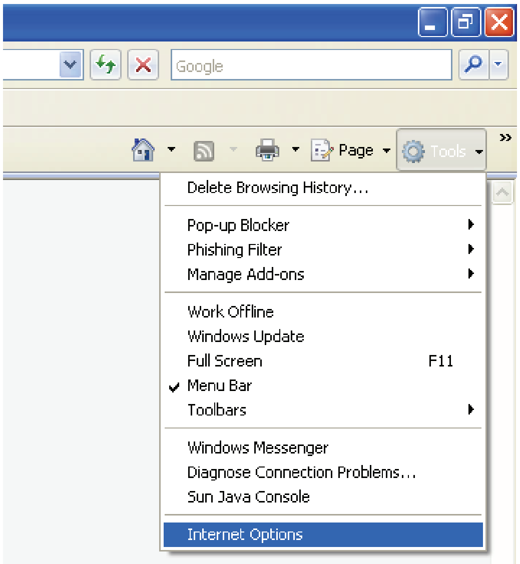


Filter level: Medium: Block most automatic pop-ups

High: Block all pop-ups (Ctrl+Alt to override)
Medium: Block most automatic pop-ups
Low: Allow pop-ups from secure sites

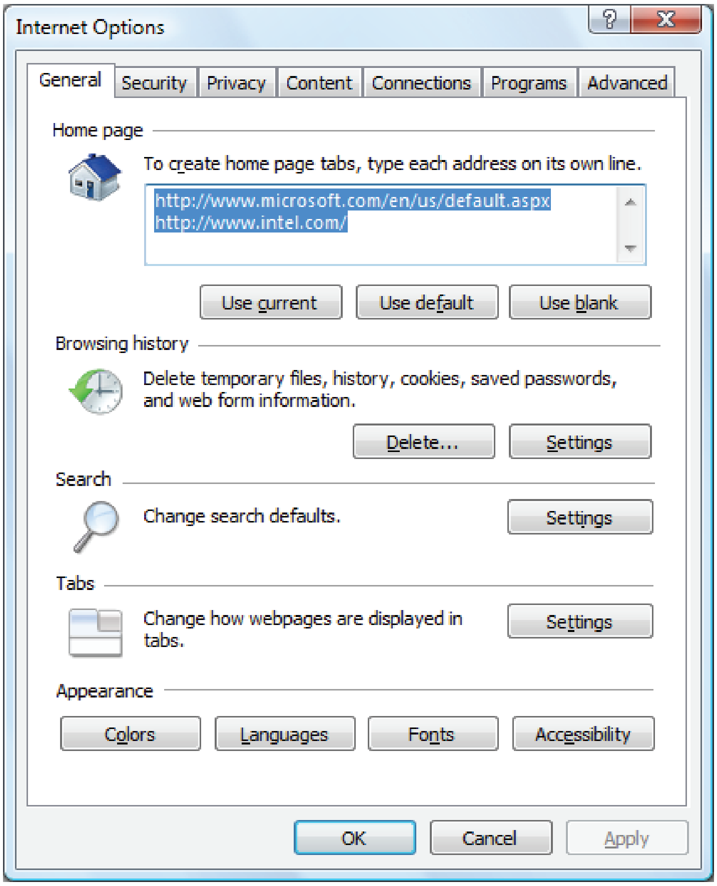
Turning off popup blocking

To do this click on the **Tools** button in the Internet Explorer toolbar. From the drop down menu displayed select the **Internet Options** command.



Google
Page
Tools
Delete Browsing History...
Pop-up Blocker
Phishing Filter
Manage Add-ons
Work Offline
Windows Update
Full Screen F11
Menu Bar
Toolbars
Windows Messenger
Diagnose Connection Problems...
Sun Java Console
Internet Options

This will display the **Internet Options** dialog box.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Home page
Use current
Use default
Use blank
Browsing history
Delete...
Settings
Search
Settings
Tabs
Settings
Appearance
Colors
Languages
Fonts
Accessibility
OK
Cancel
Apply

To create home page tabs, type each address on its own line.

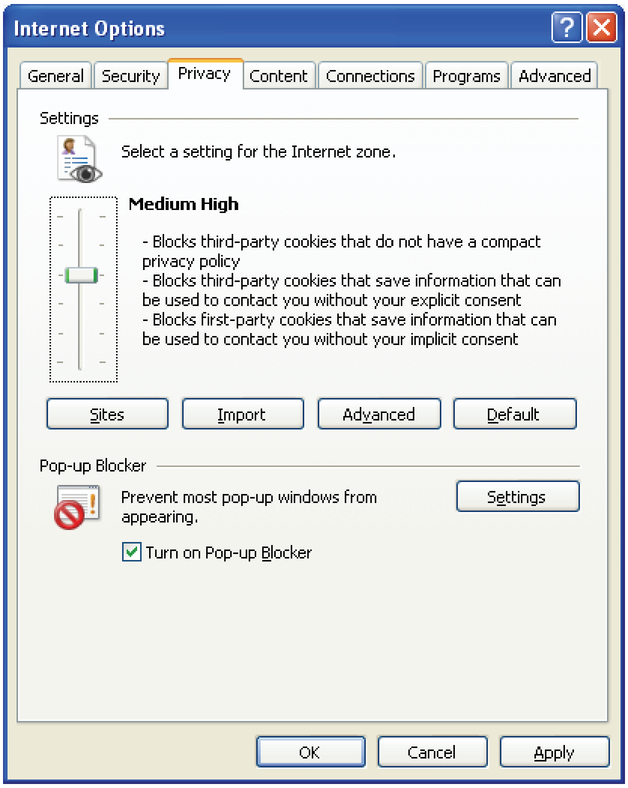
http://www.microsoft.com/en/us/default.aspx
http://www.intel.com/

Delete temporary files, history, cookies, saved passwords, and web form information.

Change search defaults.

Change how webpages are displayed in tabs.

*Click on the **Privacy** tab, to display the following.*


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Settings
Sites
Import
Advanced
Default
Pop-up Blocker
Settings
OK
Cancel
Apply

Select a setting for the Internet zone.

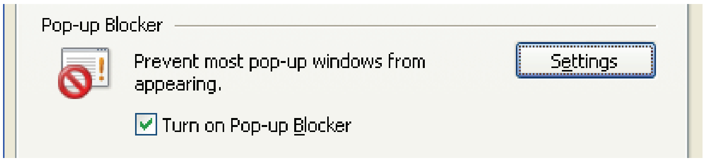
Medium High

- Blocks third-party cookies that do not have a compact privacy policy
- Blocks third-party cookies that save information that can be used to contact you without your explicit consent
- Blocks first-party cookies that save information that can be used to contact you without your implicit consent

Prevent most pop-up windows from appearing.

☑ Turn on Pop-up Blocker

*Remove the tick from the **Turn on Pop-up Blocker** tick box and the click in the **OK** button to close the dialog box.*


Pop-up Blocker
Settings

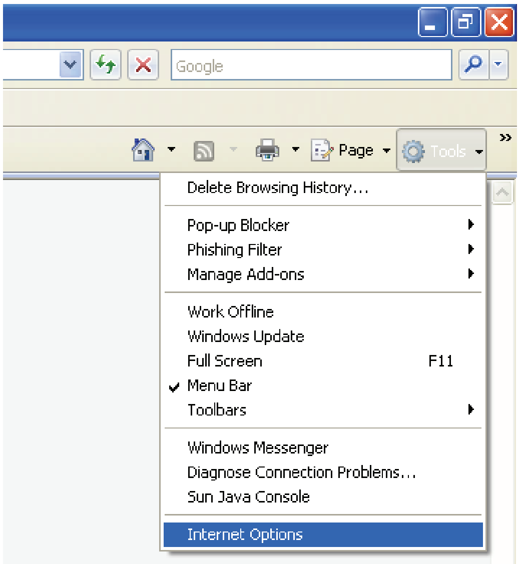
Prevent most pop-up windows from appearing.

☑ Turn on Pop-up Blocker

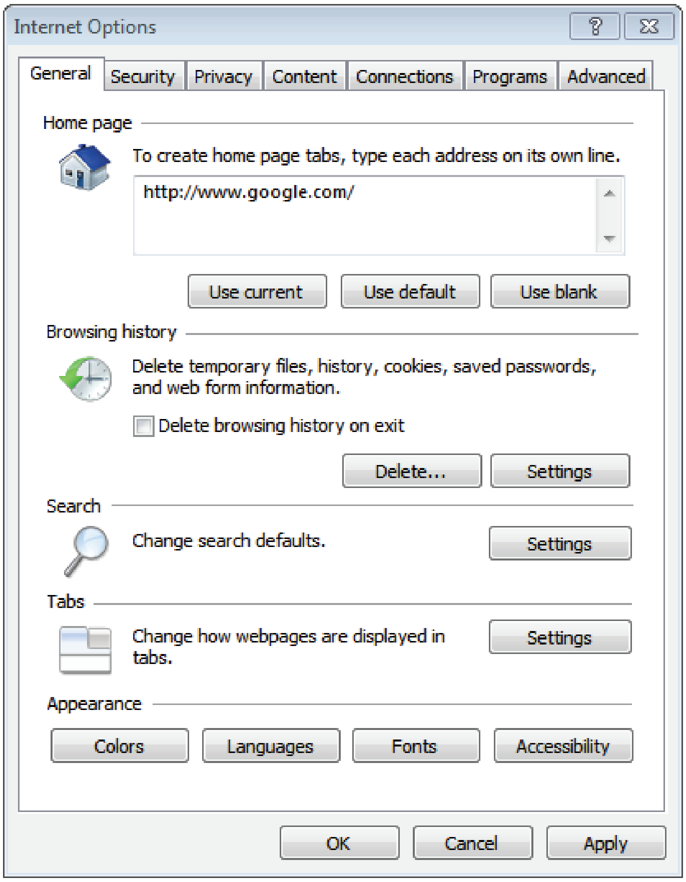
Cookies

Some Web sites can store hidden information about you on your hard disk using cookies. This information is stored in small text file. Cookies can be useful, for instance, a site may store your preferences about a Web site, so that when you re-visit the site your preferences can be accessed automatically. Cookies are used by some Web sites to identify you; this saves you having to “log in” to the Web site each time you visit.
More information: http://www.cookiecentral.com

You can totally prevent the downloading of cookies or you and limit the type of cookies that are downloaded to your computer. To do this click on the **Tools** button in the Internet Explorer toolbar. From the drop down menu displayed select the **Internet Options** command.


Google
Page
Tools
Delete Browsing History…
Pop-up Blocker
Phishing Filter
Manage Add-ons
Work Offline
Windows Update
Full Screen F11
✓ Menu Bar
Toolbars
Windows Messenger
Diagnose Connection Problems…
Sun Java Console
Internet Options

This will display the **Internet Options** dialog box.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Home page
Use current
Use default
Use blank
Browsing history
Delete…
Settings
Search
Settings
Tabs
Settings
Appearance
Colors
Languages
Fonts
Accessibility
OK
Cancel
Apply

To create home page tabs, type each address on its own line.

http://www.google.com/

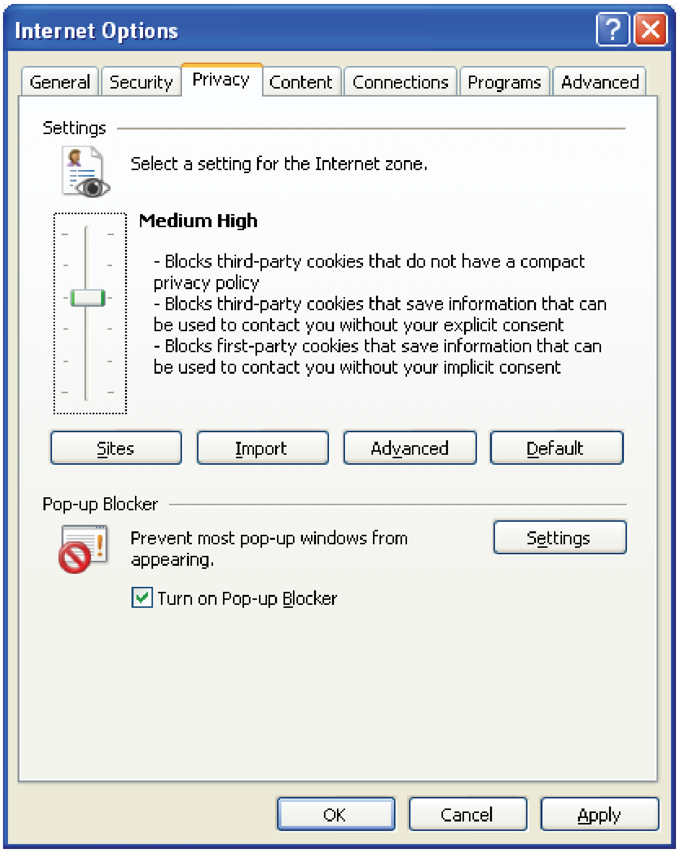
Delete temporary files, history, cookies, saved passwords, and web form information.

☐ Delete browsing history on exit

Change search defaults.

Change how webpages are displayed in tabs.

*Click on the **Privacy** tab, to display the following.*


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Sites
Import
Advanced
Default
Settings
OK
Cancel
Apply

Settings

Select a setting for the Internet zone.

Medium High

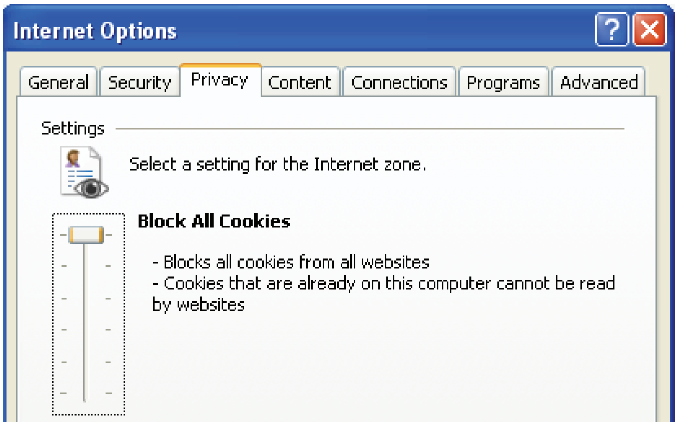
- Blocks third-party cookies that do not have a compact privacy policy
- Blocks third-party cookies that save information that can be used to contact you without your explicit consent
- Blocks first-party cookies that save information that can be used to contact you without your implicit consent

Pop-up Blocker

Prevent most pop-up windows from appearing.

☑ Turn on Pop-up Blocker

You can use the slider to control the way cookies are handled. If you drag the slider to the top you will see the following. All cookies are blocked.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced

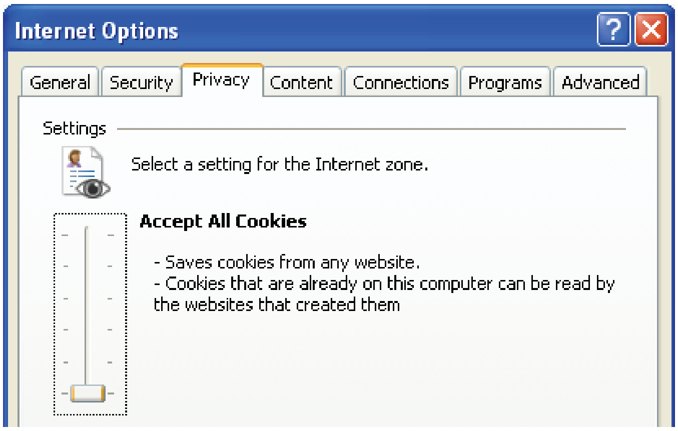
Settings

Select a setting for the Internet zone.

Block All Cookies

- Blocks all cookies from all websites
- Cookies that are already on this computer cannot be read by websites

If you drag the slider to the bottom, all cookies are allowed.



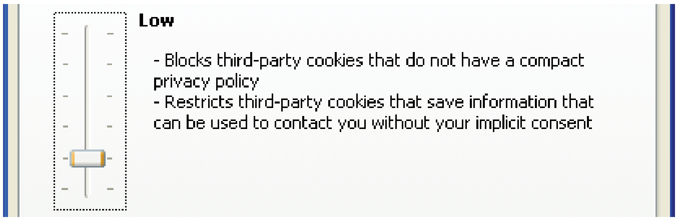
Select a setting for the Internet zone.

Accept All Cookies

- Saves cookies from any website.
- Cookies that are already on this computer can be read by the websites that created them

In-between these two extremes, you have the following settings.

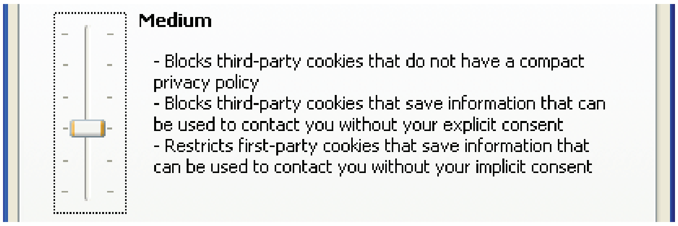
Low:



Low

- Blocks third-party cookies that do not have a compact privacy policy
- Restricts third-party cookies that save information that can be used to contact you without your implicit consent

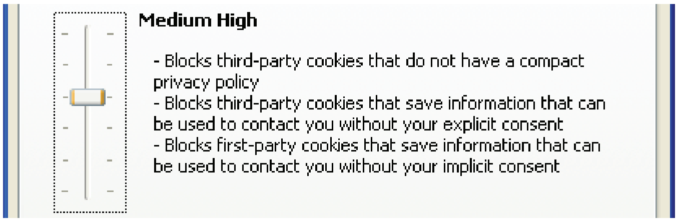
Medium:



Medium

- Blocks third-party cookies that do not have a compact privacy policy
- Blocks third-party cookies that save information that can be used to contact you without your explicit consent
- Restricts first-party cookies that save information that can be used to contact you without your implicit consent

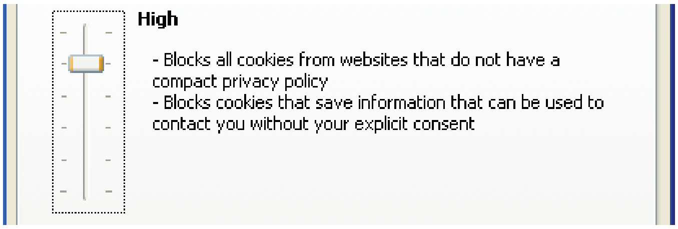
Medium High:



Medium High

- Blocks third-party cookies that do not have a compact privacy policy
- Blocks third-party cookies that save information that can be used to contact you without your explicit consent
- Blocks first-party cookies that save information that can be used to contact you without your implicit consent

High:



High

- Blocks all cookies from websites that do not have a compact privacy policy
- Blocks cookies that save information that can be used to contact you without your explicit consent

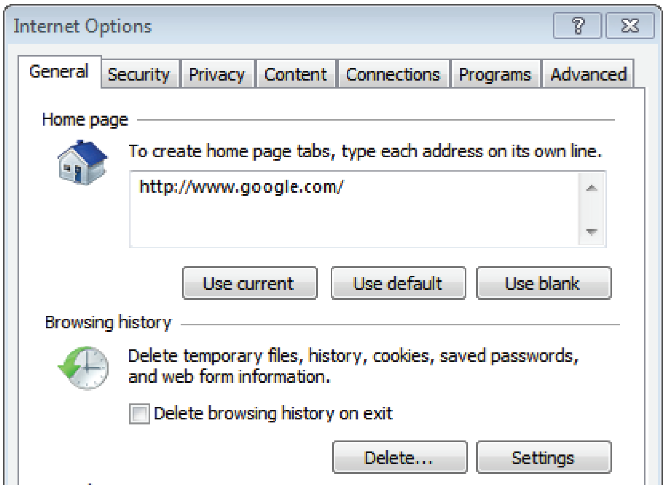
*Select the desired privacy level and click on the **OK** button to close the **Internet Options** dialog box.*

Internet cache

Each time you display a Web site within your Web Browser, a copy of the information (both text and pictures) is saved on your hard disk. The reason for this is that the next time you want to re-visit the site; the information is quickly loaded from the copy on your hard disk, rather than slowly from the actual Internet site.
As pictures are stored in the cache, if you are visiting a site which has many separate Web pages, with say a company logo on each page, then all subsequent pages from that site will load a little faster as the logo graphics will load from the cache, not via the Internet.

Emptying the cache and deleting temporary Internet files

Click on the **Tools** button (top-right of your screen). From the drop down list displayed, select the **Internet Options** command which will display the **Internet Options** dialog box. Make sure that the **General** tab is selected.


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Home page
Use current
Use default
Use blank
Browsing history
Delete...
Settings

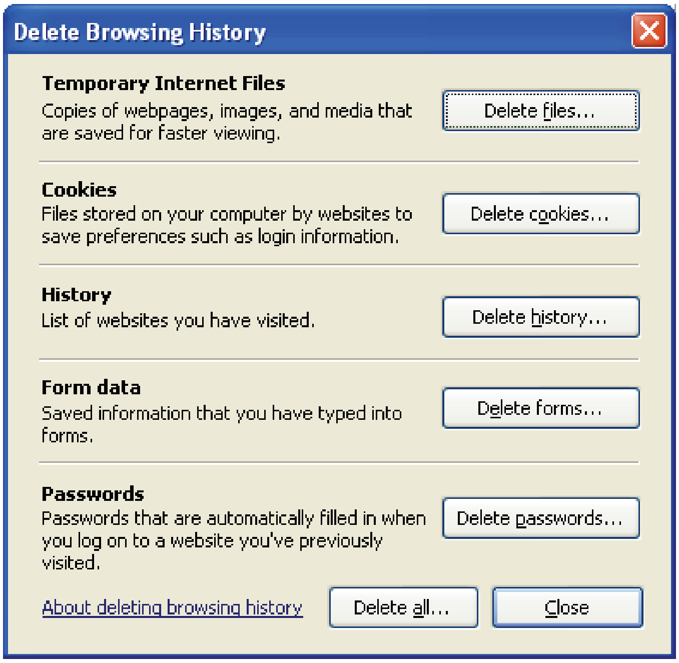
To create home page tabs, type each address on its own line.

http://www.google.com/

Delete temporary files, history, cookies, saved passwords, and web form information.

☐ Delete browsing history on exit

*Click on the **Delete** button and you will see the following.*



Delete Browsing History

Temporary Internet Files
Copies of webpages, images, and media that are saved for faster viewing.

Cookies
Files stored on your computer by websites to save preferences such as login information.

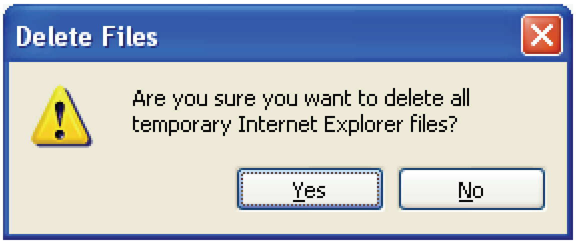
History
List of websites you have visited.

Form data
Saved information that you have typed into forms.

Passwords
Passwords that are automatically filled in when you log on to a website you've previously visited.

Delete files...
Delete cookies...
Delete history...
Delete forms...
Delete passwords...
About deleting browsing history
Delete all...
Close

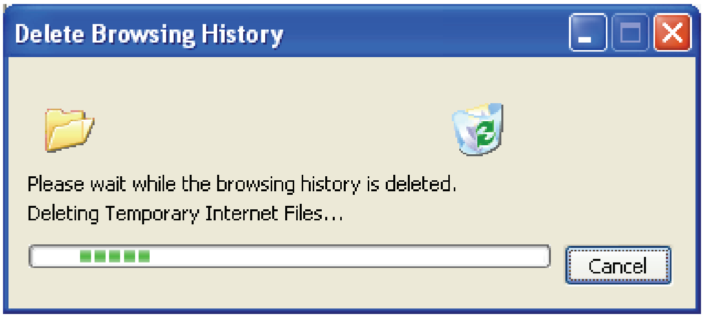
*Click on the **Delete files** button. You will see a warning dialog box displayed.*



Delete Files

Are you sure you want to delete all temporary Internet Explorer files?

*Click on the **Yes** button. You will see the temporary files being deleted, as illustrated.*



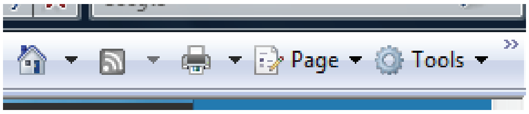
Delete Browsing History

Please wait while the browsing history is deleted.
Deleting Temporary Internet Files...

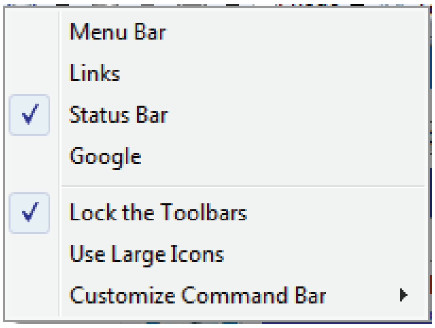
Close the dialog box once all the temporary files have been deleted.

Toolbars

There are a number of different toolbars that you can display. Move the mouse pointer over one of the icons in the toolbar, as illustrated below.



Right click and you will see other toolbars that you can display.


Menu Bar
Links
✓ Status Bar
Google
✓ Lock the Toolbars
Use Large Icons
Customize Command Bar

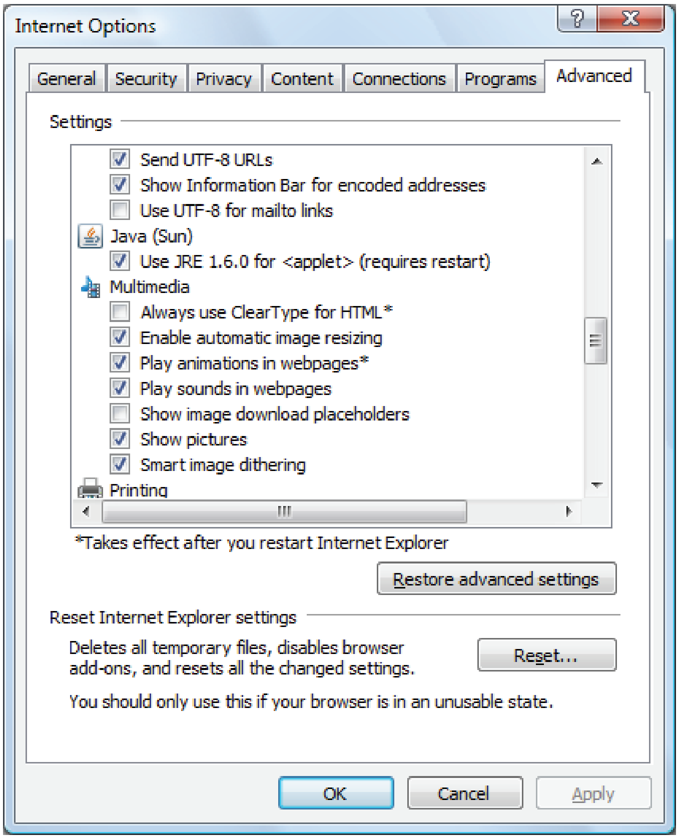
*Click on the **Menu Bar** command and you will see drop down menu items displayed to the left of your toolbar. This gives you quick access to a range of commands and customization options.*

TIP: These drop down menus are very similar to the options displayed within earlier versions of Internet Explorer, so if you have some experience of using a previous version you may find this option useful.

Disabling picture display

If you set the Internet Explorer not to display pictures, then Web pages will load much faster. However the whole point of a Web page is the ability to display text and pictures. You are missing out on a lot by not seeing pictures. In some cases a Web site may consist of only pictures (with even the text on the Web site, actually being a picture of the words).

*To disable the displaying of pictures, click on the **Tools** button within the Internet Explorer toolbar. From the drop down menu displayed select the **Internet Options** command. Click on the **Advanced** tab and then scroll down to the **Multimedia** section, as illustrated below.*



Settings

☑ Send UTF-8 URLs
☑ Show Information Bar for encoded addresses
☐ Use UTF-8 for mailto links
Java (Sun)
☑ Use JRE 1.6.0 for <applet> (requires restart)
Multimedia
☐ Always use ClearType for HTML*
☑ Enable automatic image resizing
☑ Play animations in webpages*
☑ Play sounds in webpages
☐ Show image download placeholders
☑ Show pictures
☑ Smart image dithering
Printing

*Takes effect after you restart Internet Explorer

Reset Internet Explorer settings

Deletes all temporary files, disables browser add-ons, and resets all the changed settings.

You should only use this if your browser is in an unusable state.

*To disable the display of pictures, remove the tick next to the **Show Pictures** option. Do not actually do this; just remember how to do it.*

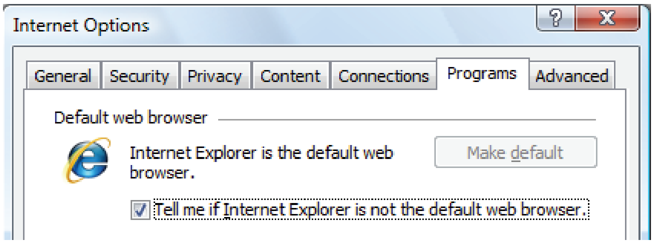
TIP: With modern high speed broadband connections it is very unlikely you would ever need to do this. However if you find yourself far from home with a very limited Internet connection, then it is a trick that may one day come in useful for speeding up your Internet access.

Setting your default browser

Microsoft Internet Explorer is a Web Browser. There are many other Web Browsers available and if you install another browser you may need to set the default browser from one program to another.

Click the **Tools** button within the Internet Explorer toolbar. From the drop down menu select the **Internet Options** command. This will display a dialog box.

Click the **Programs** tab and then click on the **Make default** button and click on the **OK** button to close the dialog box and save your changes.

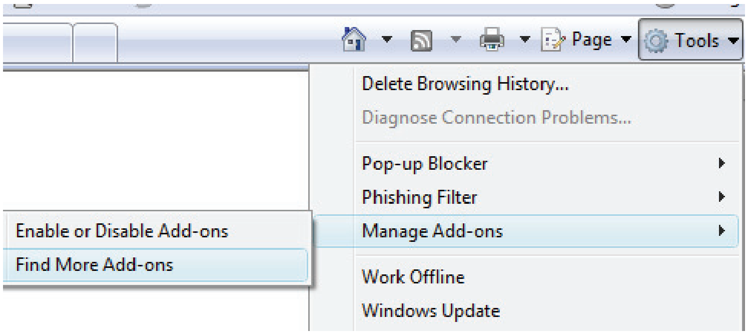

Internet Options
?
X
General
Security
Privacy
Content
Connections
Programs
Advanced
Default web browser
Make default

Internet Explorer is the default web browser.

☑ Tell me if Internet Explorer is not the default web browser.

TIP: If you installed another Web Browser, it will normally be set to be the default browser automatically.

Installing Add-ons

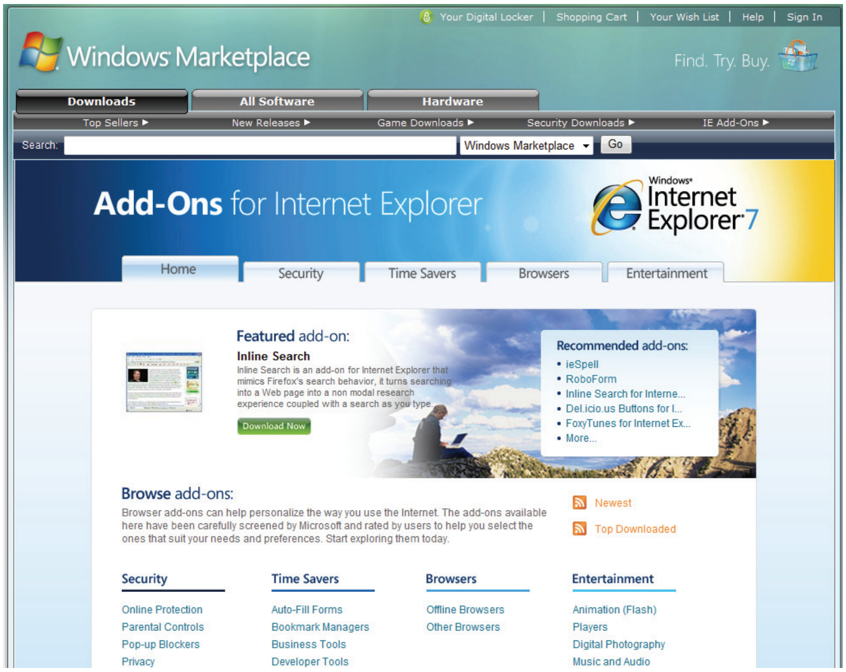

Page
Tools
Delete Browsing History...
Diagnose Connection Problems...
Pop-up Blocker
Phishing Filter
Manage Add-ons
Work Offline
Windows Update
Enable or Disable Add-ons
Find More Add-ons

You can add extra functionality to the Internet Explorer. To do this click on the **Tools** button and click on the **Manage Add-ons** command. From the submenu displayed, click on the **Find more Add-ons** command.

You will see a page displayed within the Internet Explorer explaining more about add-ons and what add-ons are available.

Do not actually install any add-ons, but take a look around and see what is available. You may wish to install some of these after the course on your own computer.

TIP: In a business environment you may be prohibited from installing add-ons on your business computer. Always check with your computer support department before installing anything on your computer.

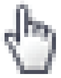

Your Digital Locker | Shopping Cart | Your Wish List | Help | Sign In
Windows Marketplace
Find. Try. Buy.
Downloads
All Software
Hardware
Top Sellers ▸
New Releases ▸
Game Downloads ▸
Security Downloads ▸
IE Add-Ons ▸
Search:
Windows Marketplace
Go
Add-Ons for Internet Explorer
Windows Internet Explorer 7
Home
Security
Time Savers
Browsers
Entertainment
Featured add-on:
Inline Search
Download Now
Recommended add-ons:
ieSpell
RoboForm
Inline Search for Interne...
Del.icio.us Buttons for I...
FoxyTunes for Internet Ex...
More...
Browse add-ons:
Newest
Top Downloaded
Security
Online Protection
Parental Controls
Pop-up Blockers
Privacy
Time Savers
Auto-Fill Forms
Bookmark Managers
Business Tools
Developer Tools
Browsers
Offline Browsers
Other Browsers
Entertainment
Animation (Flash)
Players
Digital Photography
Music and Audio

Inline Search is an add-on for Internet Explorer that mimics Firefox's search behavior, it turns searching into a Web page into a non modal research experience coupled with a search as you type.

Browser add-ons can help personalize the way you use the Internet. The add-ons available here have been carefully screened by Microsoft and rated by users to help you select the ones that suit your needs and preferences. Start exploring them today.

Navigation

Hyperlinks



Slowly move the mouse pointer over the Web page displayed on your screen. You will notice that if you point to certain text or pictures, the mouse pointer changes to the shape of a small hand.

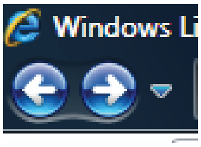
When the pointer changes to this shape it means that you are pointing to a hyperlink. When you click on a hyperlink you will jump to a new location. That location could be a different location on the same page. It could be a different Web page of the same Web site. It could even be a different Web page on a different Web site.

TIP: Hyperlinks may also allow you to download files from the Web site.

Try clicking on a few hyperlinks and see what happens.

Back and Forward buttons

The **Back** button allows you to go back to the last Web page you displayed on your screen. Having gone back, the **Forward** button allows you to go forward to the next page that you visited. Experiment with using these buttons.

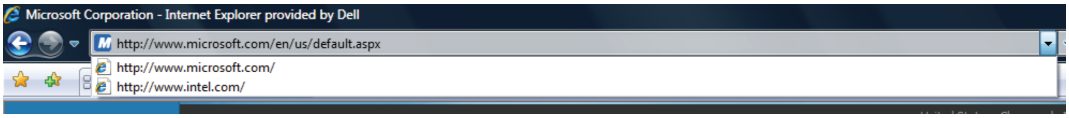


Navigating through Web sites

Normally when you first view a Web site you see what is called the Home Page for that Web site. The Home Page is the starting page for a Web site and you use hyperlinks within that page to visit other pages within the Web site. See if you can see a link called Home Page on the pages you visited within the Microsoft Web site. Not all Web pages will have this link, but most well designed Web pages will have some sort of link to allow you to quickly jump back to the home page.

Revisiting Web pages via the address bar

If you click on the **down arrow** to the right of the **address bar** you will see a list of recently visited Web pages. Try clicking on one of these and you will display that page within the Internet Explorer.

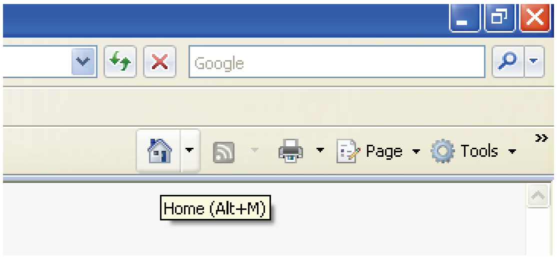


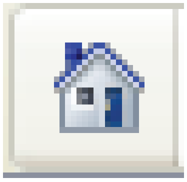
Microsoft Corporation - Internet Explorer provided by Dell

http://www.microsoft.com/en/us/default.aspx
http://www.microsoft.com/
http://www.intel.com/

Visiting the Home Page

To visit the Internet Explorer Home Page, click on the **Home** icon within the toolbar, as illustrated.





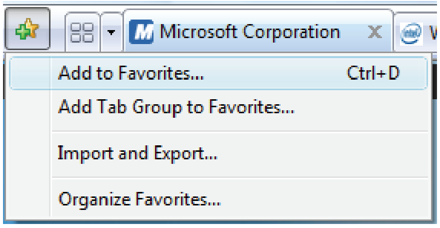
Bookmarks

Adding a Web page to your favourites

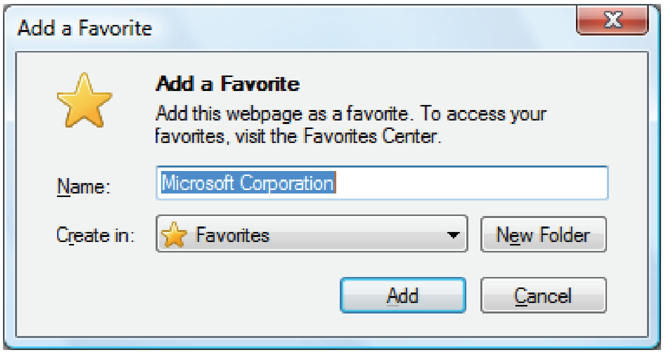
Favourites are also called bookmarks, and act in the same way that you would use a bookmark to mark a place in a book you are reading. You can set a bookmark and later use the bookmark to redisplay a particular Web page. This means that you do not have to remember the Web address of a Web page, just click on the favourite that you have saved for that particular page.

Display the Microsoft home page. To add a bookmark for the Microsoft home page, click on the **Add to Favourites** icon (top-left of your screen),

*From the drop down list displayed, select the **Add to Favourites** command.*



This will display the **Add a Favourite** dialog box.


Add a Favorite

Add a Favorite

Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name: Microsoft Corporation

Create in: Favorites

*Click on the **Add** button and you have created a bookmark for the page that is currently displayed within the Internet Explorer.*

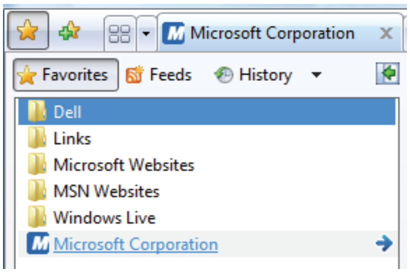
Opening a favourite (bookmark)

First type in the address of another Web site, so that we can use the favourites list to display the favourite Web site we have just added. Type in the following Web address and press the **Enter** key:

www.dell.com

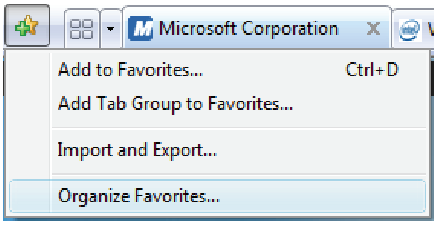
Click on the **Favourites Centre** icon.

Within the drop down displayed, click on the **Favourites** button.


Microsoft Corporation
Favorites
Feeds
History
Dell
Links
Microsoft Websites
MSN Websites
Windows Live
Microsoft Corporation

Click on the required item within the favourites list and that Web site will be displayed on your screen.

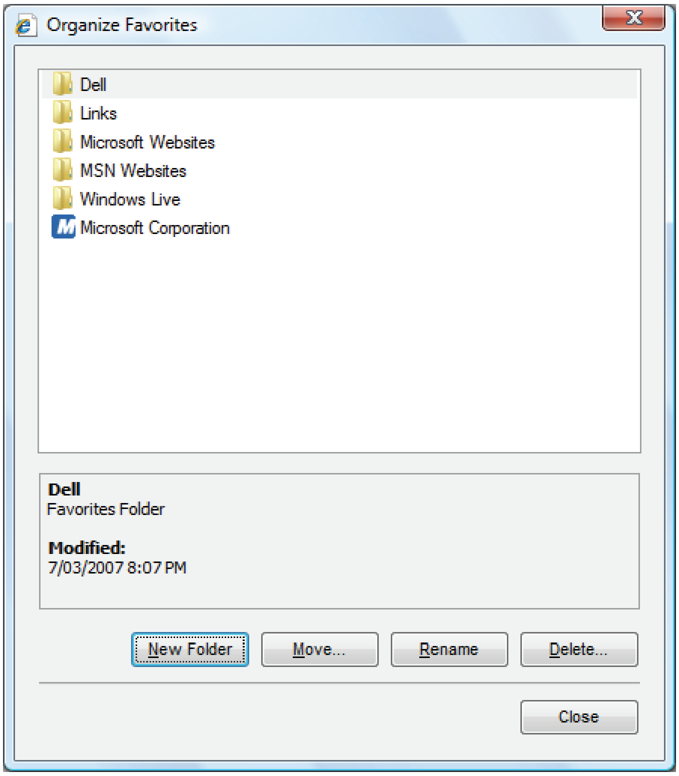
Creating a new favourites folder


Microsoft Corporation
Add to Favorites...
Ctrl+D
Add Tab Group to Favorites...
Import and Export...
Organize Favorites...

You can easily create a folder in which you can organize your favourites. A particular favourite can be moved from one folder to another so that your favourites can be grouped to make them more accessible.

Click on the **Add to Favourites** icon and from the drop down displayed, select the **Organize Favourites** command.

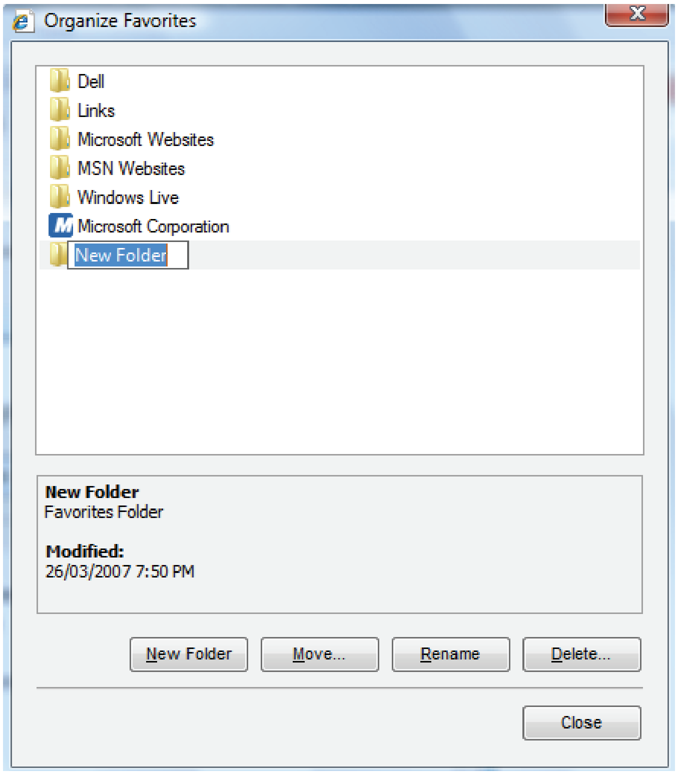
This will display the **Organize Favourites** dialog box.


Organize Favorites
Dell
Links
Microsoft Websites
MSN Websites
Windows Live
Microsoft Corporation
New Folder
Move...
Rename
Delete...
Close

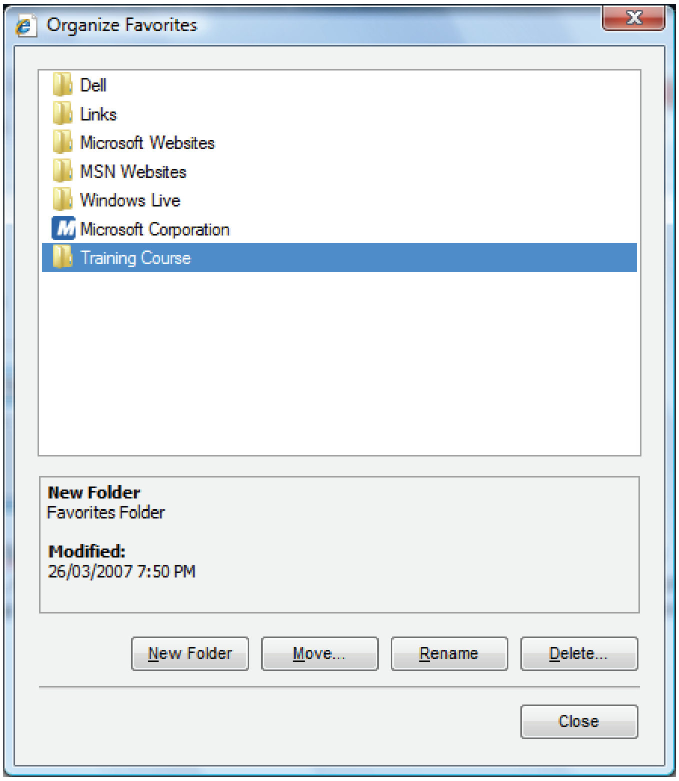
Dell
Favorites Folder

Modified:
7/03/2007 8:07 PM

*To create a new folder click on the **New Folder** button. You will see a new folder is created, called **New Folder**. This is displayed in editing mode, so you can now type in a new name for the folder such as '**Training Course**'. Then press the **Enter** key.*

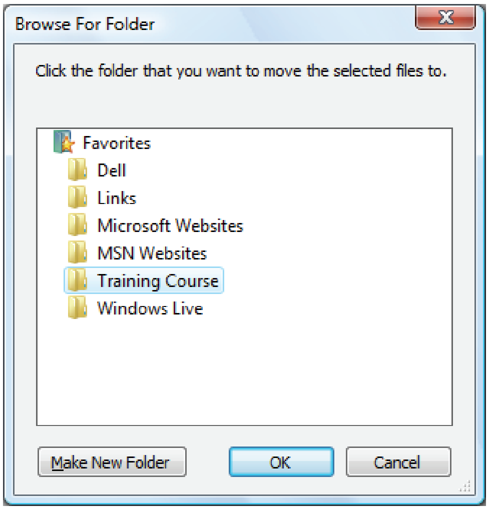

Organize Favorites
Dell
Links
Microsoft Websites
MSN Websites
Windows Live
Microsoft Corporation
New Folder
New Folder
Favorites Folder
Modified:
26/03/2007 7:50 PM
New Folder
Move...
Rename
Delete...
Close

You will now see the new folder displayed, as illustrated.


Organize Favorites
Dell
Links
Microsoft Websites
MSN Websites
Windows Live
Microsoft Corporation
Training Course
New Folder
Favorites Folder
Modified:
26/03/2007 7:50 PM
New Folder
Move...
Rename
Delete...
Close

Moving a favourite to a folder

*Click on a favourite, such as the **Microsoft** favourite. Click on the **Move** button. You will see a dialog box displayed.*


Browse For Folder
Favorites
Dell
Links
Microsoft Websites
MSN Websites
Training Course
Windows Live
Make New Folder
OK
Cancel

Click the folder that you want to move the selected files to.

*Select the folder that you want to move the favourite to, in this case the **Training Course** folder. Click on the **OK** button and the favourite will be moved to the folder as requested.*

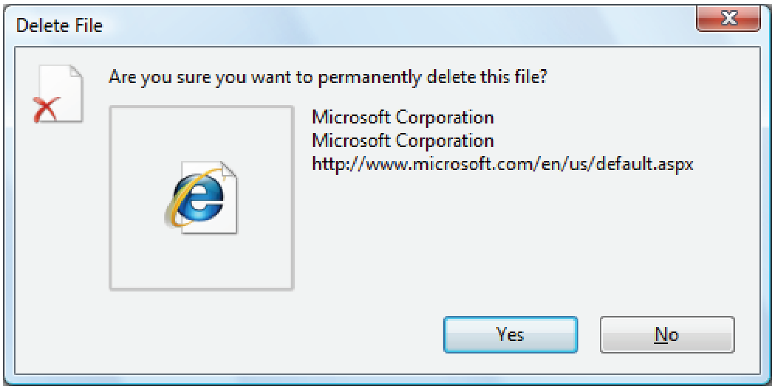
Renaming a bookmark

Your favourite is now in the **Training Course** folder.

*Click on this folder to display the favourite. To rename the favourite, once selected, click on the **Rename** button. Type in a new name, in this case **Microsoft Web Site**. Press the **Enter** key and the favourite is renamed.*

Deleting a bookmark

*Select your Microsoft favourite and click on the **Delete** button. You will see a warning dialog box.*


Delete File
Yes
No

Are you sure you want to permanently delete this file?

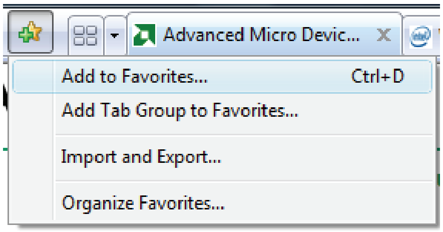
Microsoft Corporation
Microsoft Corporation
http://www.microsoft.com/en/us/default.aspx

*Click on the **Yes** button.*

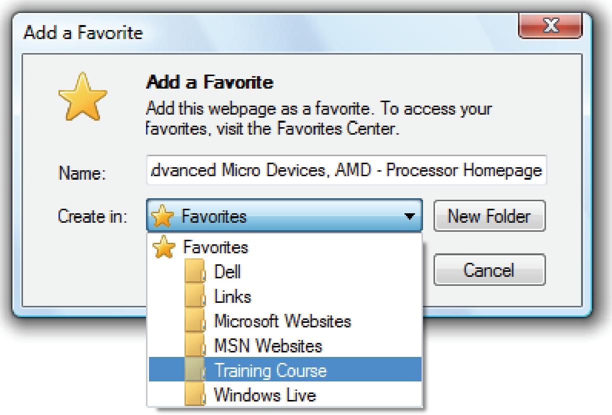
Adding a Web page to a specified bookmark folder

You can add a new favourite directly to a folder within your favourite sites.

*Visit a Web page at **www.amd.com**. We shall create a favourite for this Web page. Click on the **Add to Favourites** icon. From the drop down displayed, click on the **Add to Favourites** command.*


Advanced Micro Devic...
Add to Favorites... Ctrl+D
Add Tab Group to Favorites...
Import and Export...
Organize Favorites...

This will display the **Add a Favourite** dialog box. Within the **Create in** section of the dialog box, click on the **down arrow** next to **Favourites**. In this case select the **Training Course** folder.

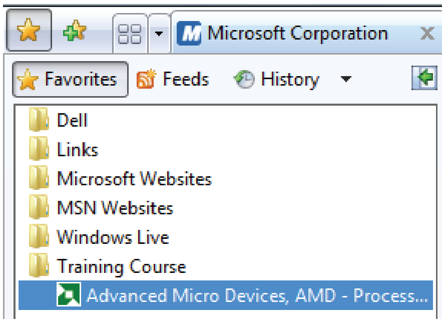

Add a Favorite
Add a Favorite
Add this webpage as a favorite. To access your favorites, visit the Favorites Center.
Name:
Create in:
New Folder
Cancel
Favorites
Dell
Links
Microsoft Websites
MSN Websites
Training Course
Windows Live

Name: dvanced Micro Devices, AMD - Processor Homepage

Create in: Favorites

*Click on the **Add** button and the favourite will be created.*

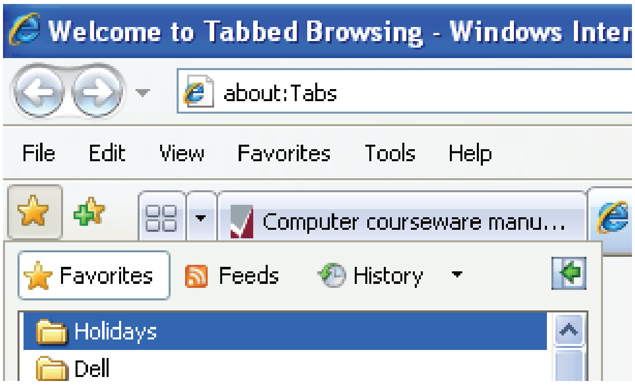
*Click on the **Favourites Centre** icon and verify that the favourite has been added to the **Training Course** folder.*


Microsoft Corporation
Favorites
Feeds
History
Dell
Links
Microsoft Websites
MSN Websites
Windows Live
Training Course
Advanced Micro Devices, AMD - Process...

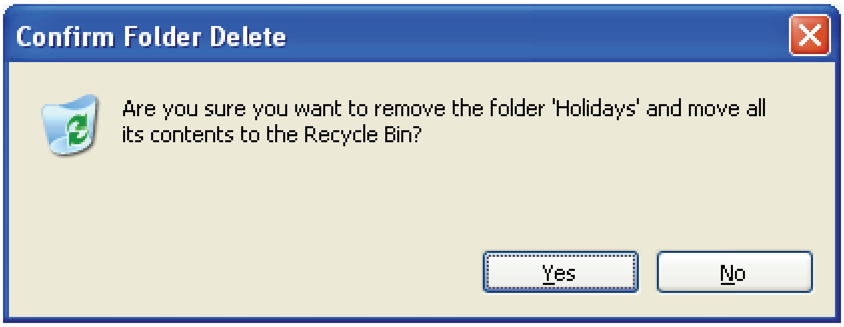
Deleting a favourites folder

*Use the techniques described above to create a favourites folder called **Holidays**.*

*Display the favourites and select the **Holidays** folder, as illustrated.*


Welcome to Tabbed Browsing - Windows Inter
about:Tabs
File
Edit
View
Favorites
Tools
Help
Computer courseware manu...
Favorites
Feeds
History
Holidays
Dell

With the Holidays folder selected, press the ***Del*** *key. You will see the following.*


Confirm Folder Delete
Yes
No

Are you sure you want to remove the folder 'Holidays' and move all its contents to the Recycle Bin?

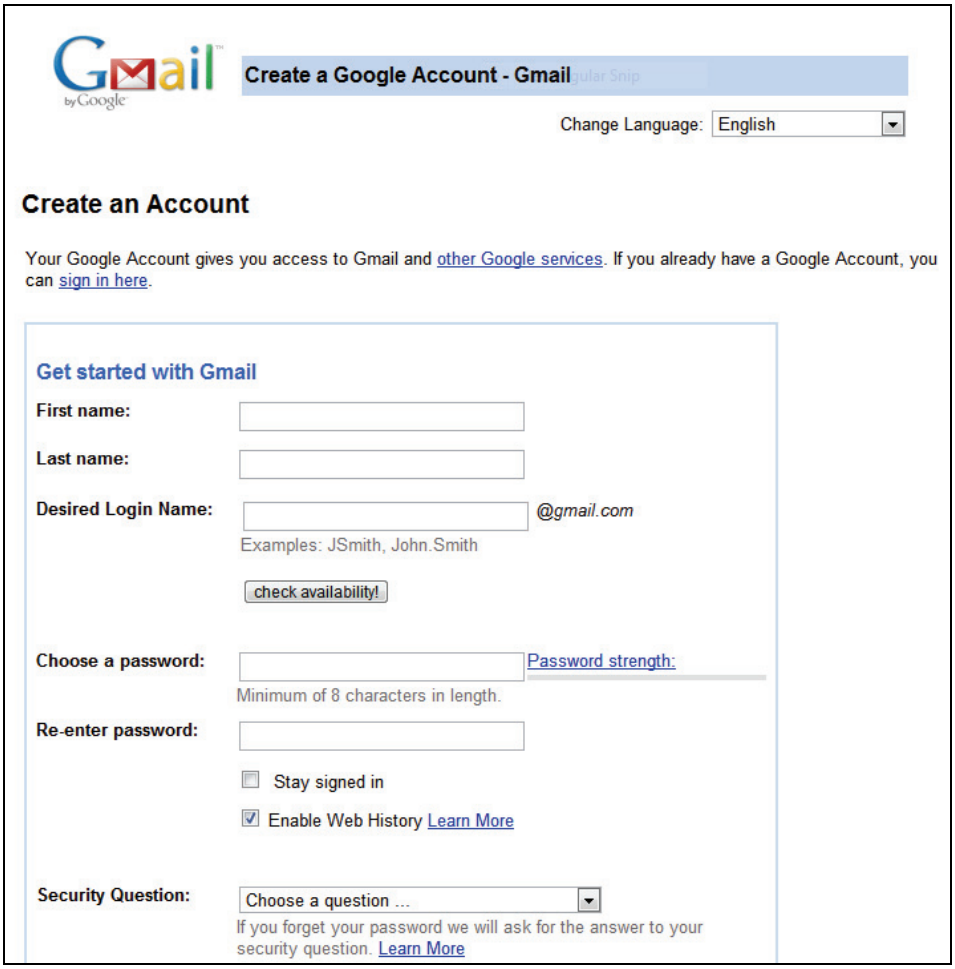
Click on the ***Yes*** *button to delete the favourite folder.*

Using the web

Forms

Submitting & resetting Web based forms

In most cases a Web based form will look similar to the equivalent printed form. You can enter data in the normal way, sometimes selecting options from drop down menus. An example form is illustrated below.



Gmail by Google

Create a Google Account - Gmail

Change Language: English ▾

Create an Account

Your Google Account gives you access to Gmail and other Google services. If you already have a Google Account, you can sign in here.

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com

Examples: JSmith, John.Smith

check availability!

Choose a password: Password strength:

Minimum of 8 characters in length.

Re-enter password:

☐ Stay signed in

☑ Enable Web History Learn More

Security Question: Choose a question ... ▾

If you forget your password we will ask for the answer to your security question. Learn More

Normally you need to use the **TAB** key (not the **ENTER** key) to move from field to field within the form. When you have finished, there is often a button at the bottom of the form called **Submit**, or something similar. Clicking on this button will transmit the form across the Internet.

Many forms also have a **Reset** or **Clear** button. Clicking on this button will clear any information that you have entered into the form.

TIP: Be very careful when sending your personal information via a web site form. Always read the Privacy Policy of the organization providing the form.

Searching

Search Engine Web sites

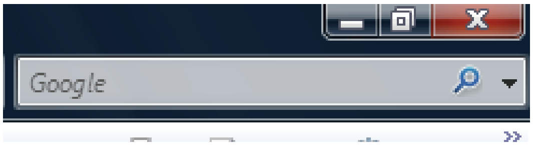
If you want you can visit a search engine Web site directly using any of the Web addresses listed below.

Google - www.google.com
Microsoft- http://bing.com
Yahoo - http://www.yahoo.com

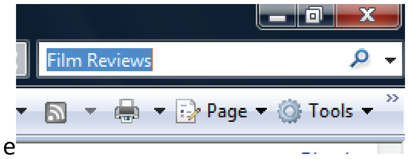
TIP: A good site that lists many more search engines is called Search Engine Watch. Have a quick look at this site and see what other search engines are available. www.searchenginewatch.com

Using Instant Search

You can enter a search word or phrase into the Instant Search box. This is normally displayed at the top-right of the Internet Explorer window, as illustrated.

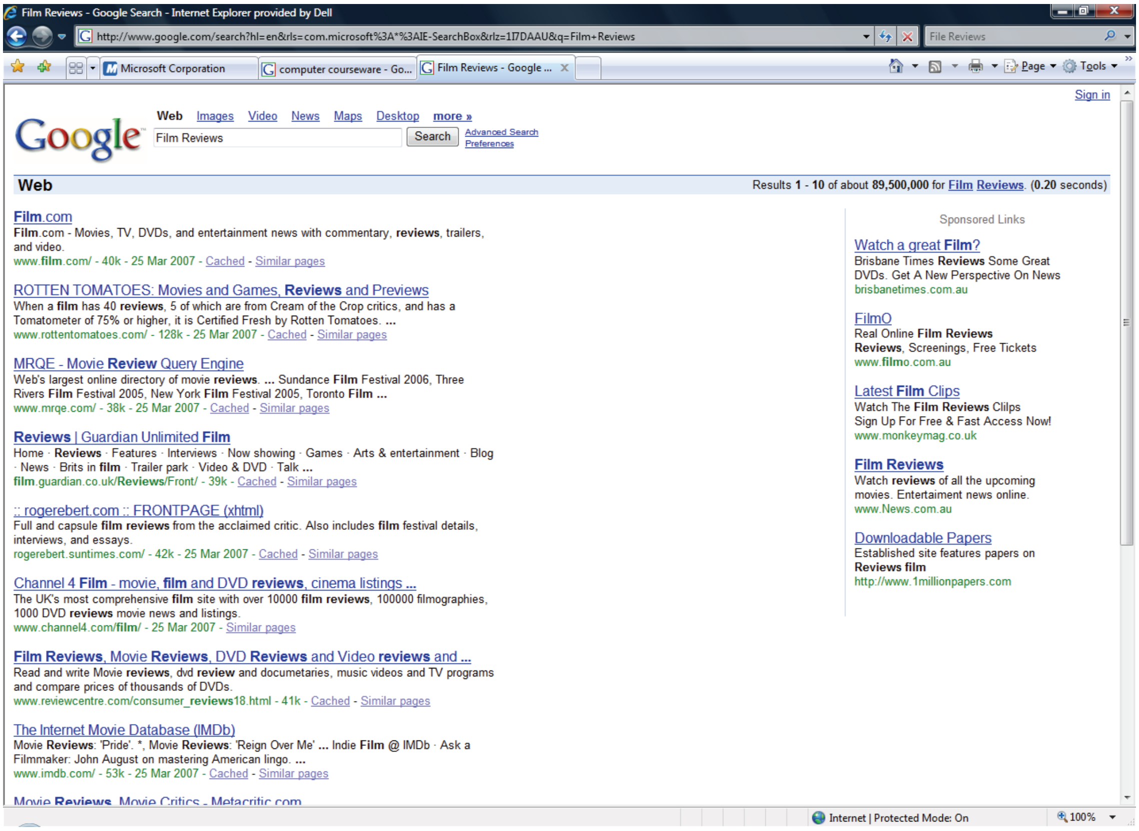


*Type in the phrase **Film reviews** and press the **Enter** key.*



TIP: If you press **Alt+Enter** rather than **Enter** then the search results will be displayed within a new tab.

You will see a page of search results displayed, as illustrated.


Film Reviews - Google Search - Internet Explorer provided by Dell
http://www.google.com/search?hl=en&rls=com.microsoft%3A*%3AIE-SearchBox&rlz=1I7DAAU&q=Film+Reviews
File Reviews
Microsoft Corporation
computer courseware - Go...
Film Reviews - Google ...
Page
Tools
Sign in
Web
Images
Video
News
Maps
Desktop
more »
Film Reviews
Search
Advanced Search
Preferences
Internet | Protected Mode: On
100%

Web Results **1** - **10** of about **89,500,000** for **Film Reviews**. (**0.20** seconds)

Film.com
Film.com - Movies, TV, DVDs, and entertainment news with commentary, **reviews**, trailers, and video.
www.**film**.com/ - 40k - 25 Mar 2007 - Cached - Similar pages

ROTTEN TOMATOES: Movies and Games, **Reviews** and Previews
When a **film** has 40 **reviews**, 5 of which are from Cream of the Crop critics, and has a Tomatometer of 75% or higher, it is Certified Fresh by Rotten Tomatoes. ...
www.rottentomatoes.com/ - 128k - 25 Mar 2007 - Cached - Similar pages

MRQE - Movie **Review** Query Engine
Web's largest online directory of movie **reviews**. ... Sundance **Film** Festival 2006, Three Rivers **Film** Festival 2005, New York **Film** Festival 2005, Toronto **Film** ...
www.mrqe.com/ - 38k - 25 Mar 2007 - Cached - Similar pages

Reviews | Guardian Unlimited **Film**
Home · **Reviews** · Features · Interviews · Now showing · Games · Arts & entertainment · Blog · News · Brits in **film** · Trailer park · Video & DVD · Talk ...
film.guardian.co.uk/**Reviews**/Front/ - 39k - Cached - Similar pages

:: rogerebert.com :: FRONTPAGE (xhtml)
Full and capsule **film reviews** from the acclaimed critic. Also includes **film** festival details, interviews, and essays.
rogerebert.suntimes.com/ - 42k - 25 Mar 2007 - Cached - Similar pages

Channel 4 **Film** - movie, **film** and DVD **reviews**, cinema listings ...
The UK's most comprehensive **film** site with over 10000 **film reviews**, 100000 filmographies, 1000 DVD **reviews** movie news and listings.
www.channel4.com/**film**/ - 25 Mar 2007 - Similar pages

Film Reviews, Movie **Reviews**, DVD **Reviews** and Video **reviews** and ...
Read and write Movie **reviews**, dvd **review** and documetaries, music videos and TV programs and compare prices of thousands of DVDs.
www.reviewcentre.com/consumer_**reviews**18.html - 41k - Cached - Similar pages

The Internet Movie Database (IMDb)
Movie **Reviews**: 'Pride'. *, Movie **Reviews**: 'Reign Over Me' ... Indie **Film** @ IMDb · Ask a Filmmaker: John August on mastering American lingo. ...
www.imdb.com/ - 53k - 25 Mar 2007 - Cached - Similar pages

Movie **Reviews**, Movie Critics - Metacritic.com

Sponsored Links

Watch a great **Film**?
Brisbane Times **Reviews** Some Great DVDs. Get A New Perspective On News
brisbanetimes.com.au

FilmO
Real Online **Film Reviews**
Reviews, Screenings, Free Tickets
www.**filmo**.com.au

Latest **Film** Clips
Watch The **Film Reviews** Clilps
Sign Up For Free & Fast Access Now!
www.monkeymag.co.uk

Film Reviews
Watch **reviews** of all the upcoming movies. Entertaiment news online.
www.News.com.au

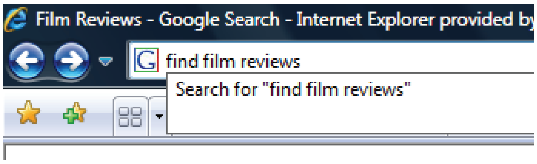
Downloadable Papers
Established site features papers on
Reviews film
http://www.1millionpapers.com

Clicking on one of the search result links will display the relevant Web site. In the example we clicked on the '**Rotten Tomatoes**' Web site link. This is a well-known site containing film reviews.

TIP: When you see a page of search results, clicking on a link will display that Web site, and replace the page of search results. If you want the Web site link to open within a new window, press the **Shift** key while you click on the link. The Web page will then open within a separate window, and you can still access the page of search results.

ROTTEN TOMATOES: Movies - New Movie Reviews and Previews! - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.rottentomatoes.com/
Go Links
Home Movies DVD Celebrities News Critics Trailers & Pictures Community Beta
Search: RT Showtimes & Tickets Web Find a movie or celeb or critic here! SEARCH powered by Google
MOVIES More Movies
TOP BOX OFFICE
TODAY'S FEATURES
Dream On!
See latest pictures from the sci-fi action flick Inception.
Stop watching bad movies. Get Flixster and Tomatometer scores on the Movie app!
Available on the App Store
FEATURED TRAILERS See All
Opening page http://bcp.crwdcntrl.net/4/c=229|rand=704506798|pv=y|opterr=get-elements-by-selector|rt=ifr|ct=y...
Internet

Using the Address Bar


Film Reviews - Google Search - Internet Explorer provided by

find film reviews

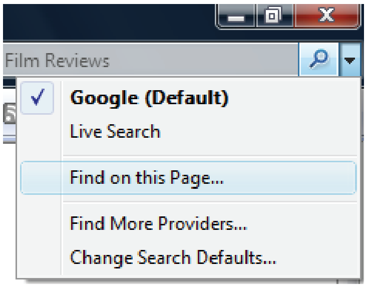
Search for "find film reviews"

*Click within the Internet Explorer **Address Bar**. Type in the word **Find** followed by the search phrase. In the example we are searching for **Film reviews**.*

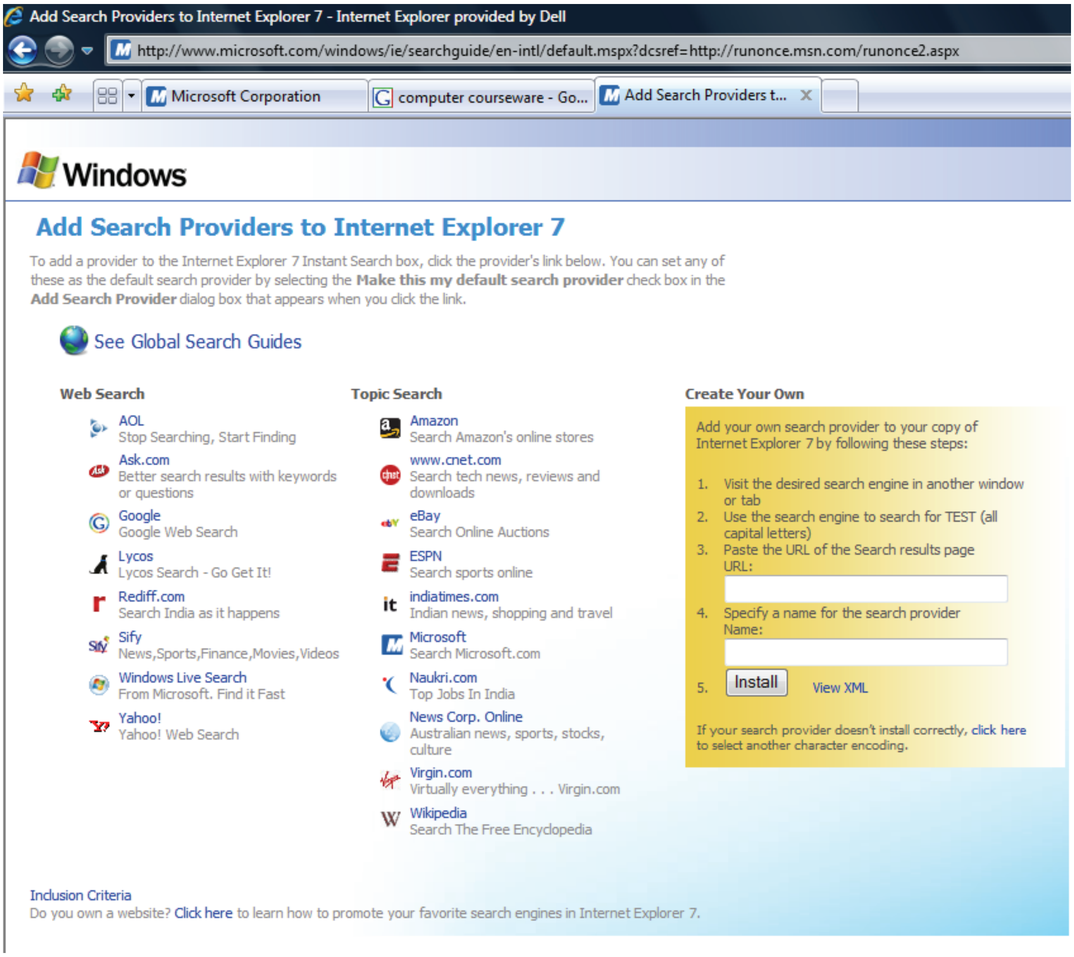
Pressing the **Enter** key will display a page of search results.

Adding new search engines

Click on the **down arrow** to the right of the **Search Box** and you will see a drop down list.


Film Reviews
✓ Google (Default)
Live Search
Find on this Page...
Find More Providers...
Change Search Defaults...

*Click on the **Find More Providers** command. You will see a page displaying other search engines.*


Add Search Providers to Internet Explorer 7 - Internet Explorer provided by Dell
http://www.microsoft.com/windows/ie/searchguide/en-intl/default.mspx?dcsref=http://runonce.msn.com/runonce2.aspx
Microsoft Corporation
computer courseware - Go...
Add Search Providers t...
Windows

Add Search Providers to Internet Explorer 7

To add a provider to the Internet Explorer 7 Instant Search box, click the provider's link below. You can set any of these as the default search provider by selecting the **Make this my default search provider** check box in the **Add Search Provider** dialog box that appears when you click the link.

See Global Search Guides

Web Search

- AOL — Stop Searching, Start Finding
- Ask.com — Better search results with keywords or questions
- Google — Google Web Search
- Lycos — Lycos Search - Go Get It!
- Rediff.com — Search India as it happens
- Sify — News,Sports,Finance,Movies,Videos
- Windows Live Search — From Microsoft. Find it Fast
- Yahoo! — Yahoo! Web Search

Topic Search

- Amazon — Search Amazon's online stores
- www.cnet.com — Search tech news, reviews and downloads
- eBay — Search Online Auctions
- ESPN — Search sports online
- indiatimes.com — Indian news, shopping and travel
- Microsoft — Search Microsoft.com
- Naukri.com — Top Jobs In India
- News Corp. Online — Australian news, sports, stocks, culture
- Virgin.com — Virtually everything . . . Virgin.com
- Wikipedia — Search The Free Encyclopedia

Create Your Own

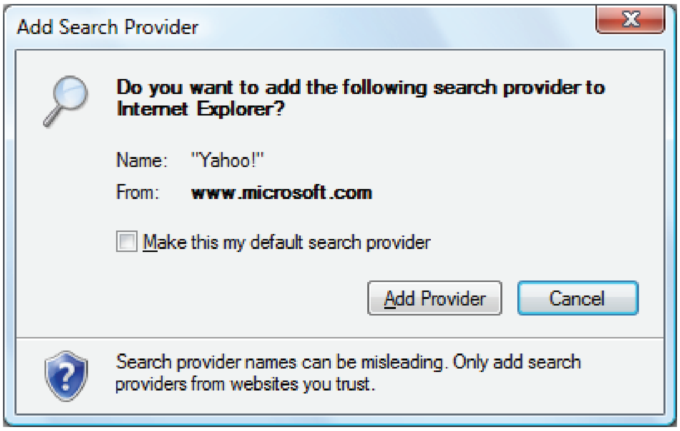
Add your own search provider to your copy of Internet Explorer 7 by following these steps:

1. Visit the desired search engine in another window or tab
2. Use the search engine to search for TEST (all capital letters)
3. Paste the URL of the Search results page
   URL:
4. Specify a name for the search provider
   Name:
5. Install View XML

If your search provider doesn't install correctly, click here to select another character encoding.

Inclusion Criteria
Do you own a website? Click here to learn how to promote your favorite search engines in Internet Explorer 7.

*Click on the search engine you wish to add, in this case, click on **Yahoo**. You will see the **Add Search Provider** dialog box.*


Add Search Provider
Add Provider
Cancel

Do you want to add the following search provider to Internet Explorer?

Name: "Yahoo!"
From: **www.microsoft.com**

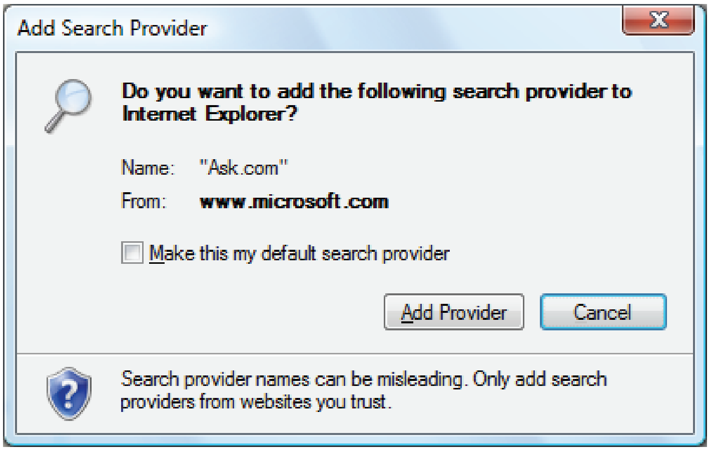
☐ Make this my default search provider

Search provider names can be misleading. Only add search providers from websites you trust.

*Click on the **Add Provider** button.*

We can add another search engine at the same time.

*Click on the **Ask** link. Again you will see a dialog box. Click on the **Add Provider** button.*



Add Search Provider

Do you want to add the following search provider to Internet Explorer?

Name: "Ask.com"

From: **www.microsoft.com**

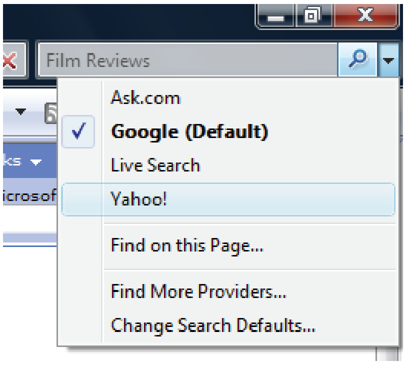
☐ Make this my default search provider

Search provider names can be misleading. Only add search providers from websites you trust.

Add Provider
Cancel

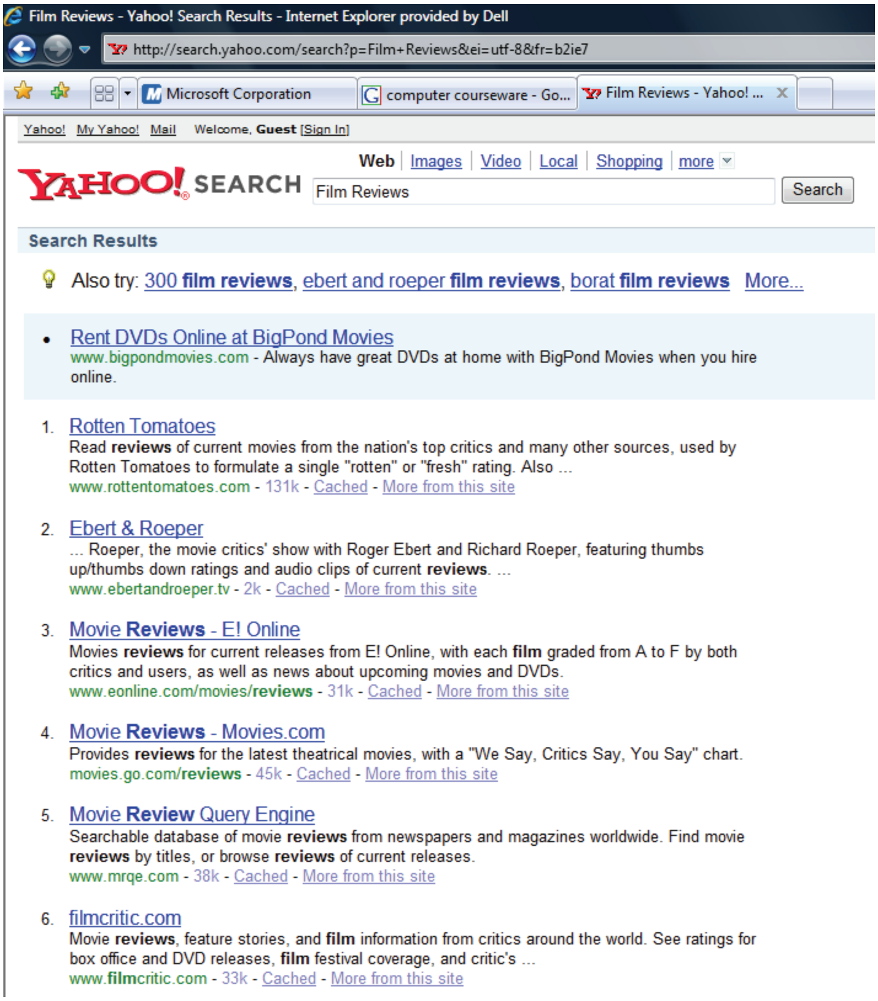
Temporarily changing the search engine

*Click on the **down arrow** to the right of the **Search Box** and from the drop down displayed select the search engine you wish to use. In this example select Yahoo.*



Film Reviews
Ask.com
✓ Google (Default)
Live Search
Yahoo!
Find on this Page...
Find More Providers...
Change Search Defaults...

*Type the search phrase **Film reviews** into the **Search Box** and then press the **Enter** key. As you will see, different search engines return different search results.*


Film Reviews - Yahoo! Search Results - Internet Explorer provided by Dell
http://search.yahoo.com/search?p=Film+Reviews&ei=utf-8&fr=b2ie7
Microsoft Corporation
computer courseware - Go...
Film Reviews - Yahoo! ...
Yahoo! My Yahoo! Mail Welcome, Guest [Sign In]
YAHOO! SEARCH
Web | Images | Video | Local | Shopping | more
Film Reviews
Search

Search Results

Also try: 300 film reviews, ebert and roeper film reviews, borat film reviews More...

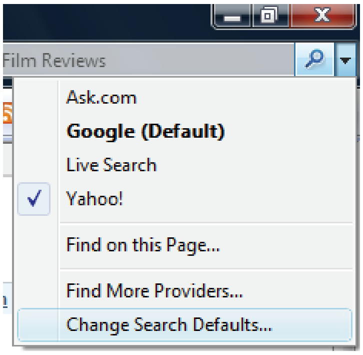
- Rent DVDs Online at BigPond Movies
  www.bigpondmovies.com - Always have great DVDs at home with BigPond Movies when you hire online.

1. Rotten Tomatoes
   Read **reviews** of current movies from the nation's top critics and many other sources, used by Rotten Tomatoes to formulate a single "rotten" or "fresh" rating. Also ...
   www.rottentomatoes.com - 131k - Cached - More from this site
2. Ebert & Roeper
   ... Roeper, the movie critics' show with Roger Ebert and Richard Roeper, featuring thumbs up/thumbs down ratings and audio clips of current **reviews**. ...
   www.ebertandroeper.tv - 2k - Cached - More from this site
3. **Movie Reviews** - E! Online
   Movies **reviews** for current releases from E! Online, with each **film** graded from A to F by both critics and users, as well as news about upcoming movies and DVDs.
   www.eonline.com/movies/**reviews** - 31k - Cached - More from this site
4. **Movie Reviews** - Movies.com
   Provides **reviews** for the latest theatrical movies, with a "We Say, Critics Say, You Say" chart.
   movies.go.com/**reviews** - 45k - Cached - More from this site
5. **Movie Review** Query Engine
   Searchable database of movie **reviews** from newspapers and magazines worldwide. Find movie **reviews** by titles, or browse **reviews** of current releases.
   www.mrqe.com - 38k - Cached - More from this site
6. filmcritic.com
   Movie **reviews**, feature stories, and **film** information from critics around the world. See ratings for box office and DVD releases, **film** festival coverage, and critic's ...
   www.**film**critic.com - 33k - Cached - More from this site

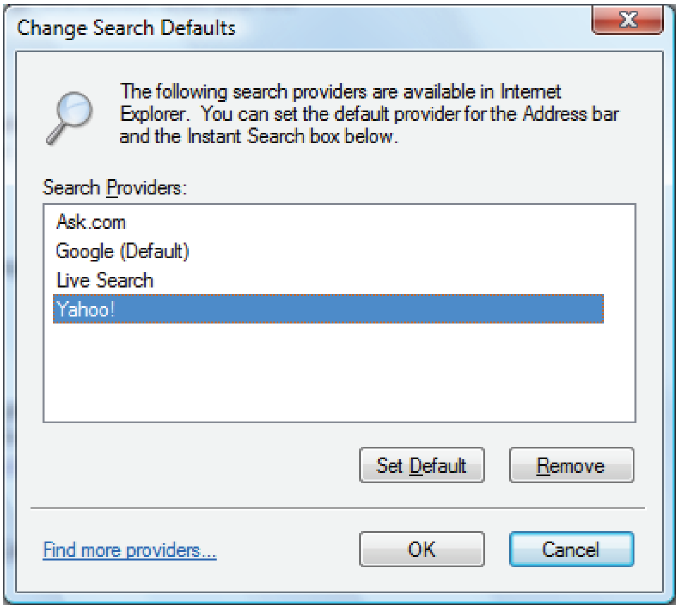
TIP: This search engine will only be used until you select another search engine or until you close Internet Explorer. When you reopen the Internet Explorer, the default search engine will be used again.

Changing the default search engine

*Click on down the **arrow** to the right of the **Search Box** and from the drop down displayed click on the **Change Search Defaults** command.*


Film Reviews
Ask.com
Google (Default)
Live Search
✓ Yahoo!
Find on this Page...
Find More Providers...
Change Search Defaults...

This will display the **Change Search Defaults** dialog box. Select the search engine that you want to set as the default, such as **Yahoo**, click the **Set Default** button and then click on the **OK** button.



Change Search Defaults

The following search providers are available in Internet Explorer. You can set the default provider for the Address bar and the Instant Search box below.

Search Providers:

- Ask.com
- Google (Default)
- Live Search
- Yahoo!

*Before continuing set the default to the **Google** search engine.*

Using keywords and phrases

Many people think that when you use a search engine, such as Google, it will magically search the entire Web and find the information which you require. The first thing to understand is that a search engine like Google will only search through a list which it maintains of sites that have been registered with that particular search engine. This accounts in part for the widely differing results you sometimes get when you search using different search engines. Also each search engine has different criteria for ranking search results, i.e. the order in which search results are displayed on your page. These search results are often displayed 10 per page, with a brief description about each site which it has found matching your requirements. In general it is better to use two or more words, or a short phrase when searching.

Don't use a single search word!

Normally you should use two (or more) words or a short phrase rather than a single word when using a search engine. Try to use unique words which directly relate to what you are searching for. For instance if you are searching for information about film reviews then search for **film reviews**, not just **reviews** which would include all sorts of reviews.

Using specific words

If you search using two words such as **film reviews**, then often a search engine will go off and find all the pages which it knows about relating to **film**, **reviews** and **film reviews**. This could include all types of reviews, not just film reviews.

To get round this problem many search engines allow you to insert a + symbol between your words, this means that you only want to find pages containing all your words.

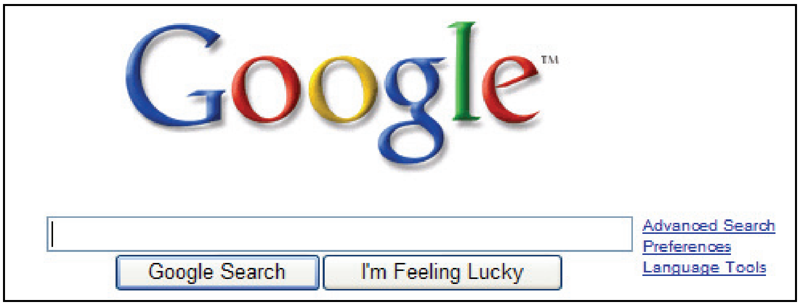
Using an exact phrase

Sometimes you would be better enclosing your search phrase with quotation (") symbols. This will then mean that you want to find the exact phrase which you have entered. Thus if you search for **"film reviews",** using the quotation marks, then you should see more relevant search results.

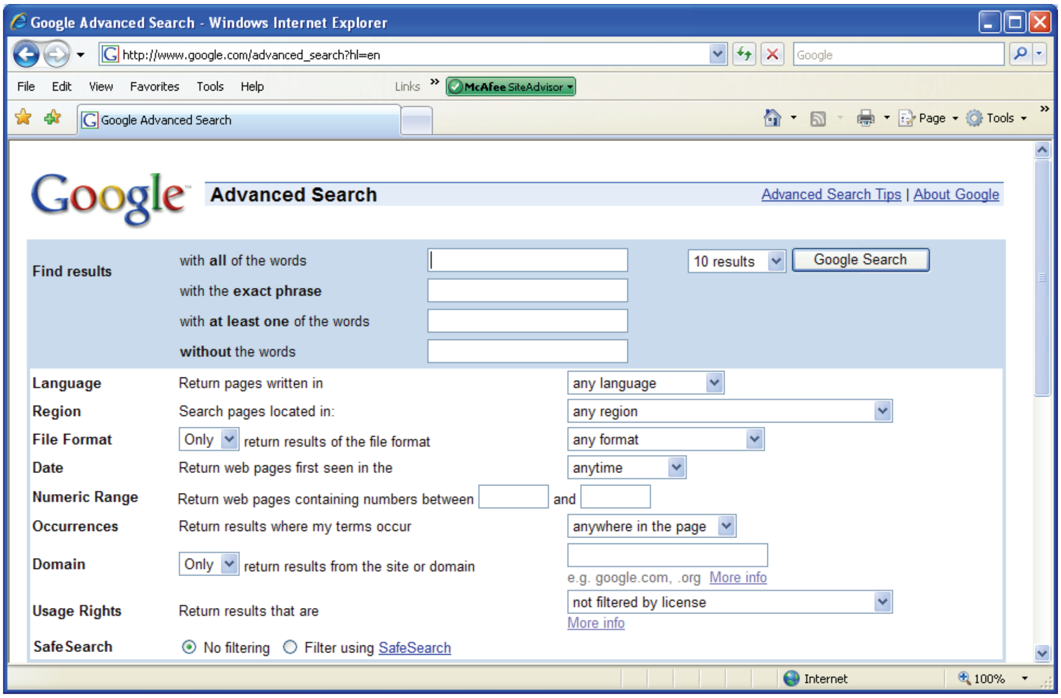
NOTE: Search engine options will vary from one search engine to another. Always use the on-line Help available!

By excluding word(s)

Some search engines will let you search for certain words, while excluding other words from the search. To try this in Google, first type **www.google.com** in the Internet Explorer Address Bar to display the Google search engine. You will see the following.


Google™
Google Search
I'm Feeling Lucky
Advanced Search
Preferences
Language Tools

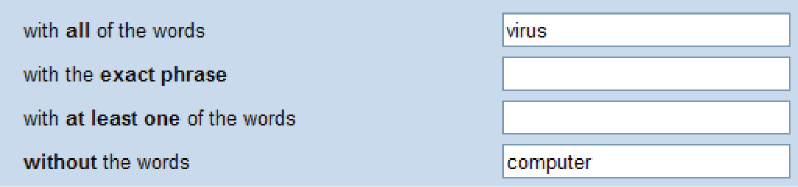
*Click on the **Advanced Search** link and you will see the following (remember that the Internet is constantly evolving so what you see might not be exactly like the illustration below).*


Google Advanced Search - Windows Internet Explorer
http://www.google.com/advanced_search?hl=en
Google
File Edit View Favorites Tools Help
Links
McAfee SiteAdvisor
Google Advanced Search
Page
Tools
Google
Advanced Search Tips | About Google
10 results
Google Search
Internet
100%

Advanced Search

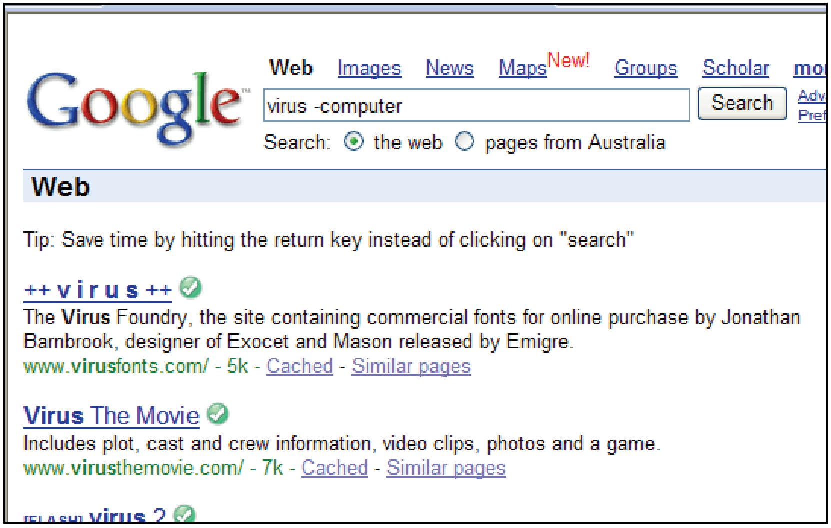
Find results	with **all** of the words	
	with the **exact phrase**	
	with **at least one** of the words	
	without the words	
Language	Return pages written in	any language
Region	Search pages located in:	any region
File Format	Only return results of the file format	any format
Date	Return web pages first seen in the	anytime
Numeric Range	Return web pages containing numbers between and	
Occurrences	Return results where my terms occur	anywhere in the page
Domain	Only return results from the site or domain	e.g. google.com, .org More info
Usage Rights	Return results that are	not filtered by license More info
SafeSearch	● No filtering ○ Filter using SafeSearch	

In the example illustrated let's say we wanted to find information about viruses but wanted to exclude the word computer from our search. We would type in the following.



with **all** of the words	virus
with the **exact phrase**	
with **at least one** of the words	
without the words	computer

*Click on the **Google Search** button will then display the search result as required.*



Google
Web
Images
News
Maps New!
Groups
Scholar
mo
Search
Adv
Pref
Search: ● the web ○ pages from Australia
Web

virus -computer

Tip: Save time by hitting the return key instead of clicking on "search"

++ virus ++

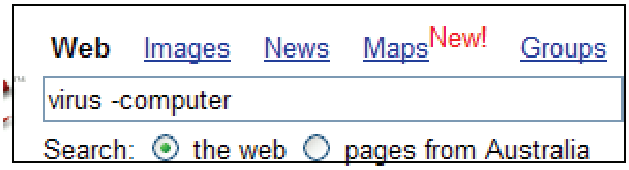
The **Virus** Foundry, the site containing commercial fonts for online purchase by Jonathan Barnbrook, designer of Exocet and Mason released by Emigre.
www.**virus**fonts.com/ - 5k - Cached - Similar pages

Virus The Movie

Includes plot, cast and crew information, video clips, photos and a game.
www.**virus**themovie.com/ - 7k - Cached - Similar pages

[FLASH] virus 2

If you look carefully at the search page that is displayed you will see that the syntax for excluding a word is displayed, as illustrated below.



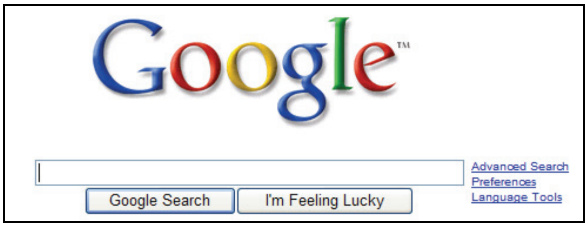
Web
Images
News
Maps New!
Groups
Search: ● the web ○ pages from Australia

virus -computer

I.e. in this case **virus –computer**

By date

*Type **www.google.com** in the Internet Explorer Address Bar to display the Google search engine. You will see the following.*

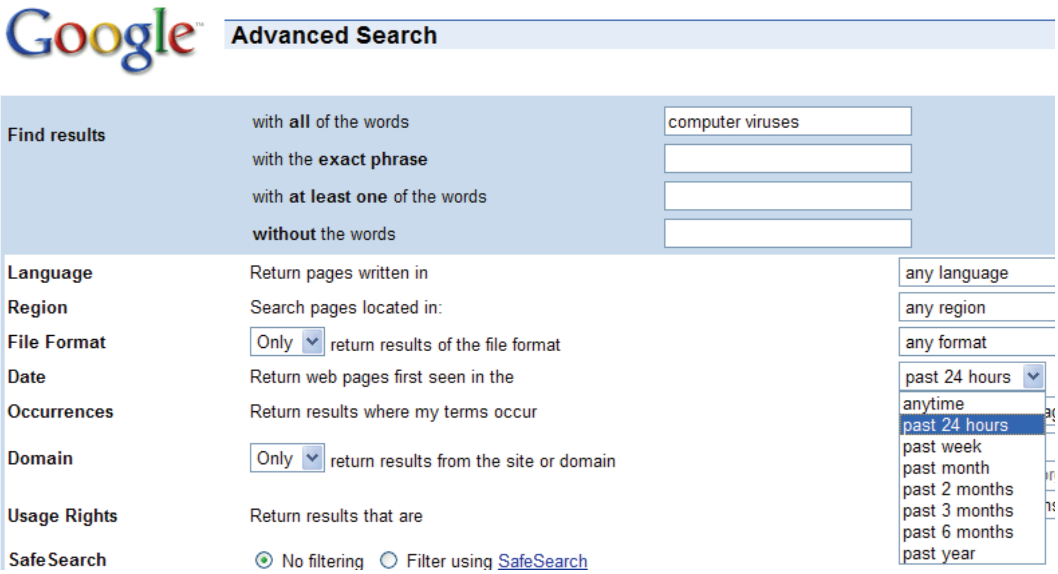


Google
Google Search
I'm Feeling Lucky
Advanced Search
Preferences
Language Tools

*Click on the **Advanced Search** link.*

Within the "**with all these words**" section we can type in our search phrase, such as **computer viruses**. As you can see clicking on the drop down arrow within the **Date** section allows you to search for pages posted during a specific time period, ranging from the last 24 hours through to the last year.

TIP: If you are trying this after experimenting with the previous section make sure to remove any words from the "**without the words**" section.



Advanced Search

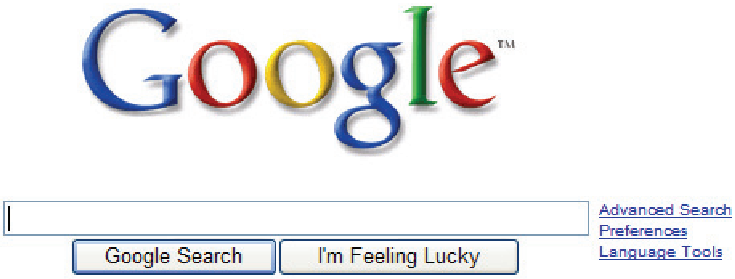
Find results
with **all** of the words: computer viruses
with the **exact phrase**:
with **at least one** of the words:
without the words:

Language Return pages written in: any language
Region Search pages located in: any region
File Format Only ▾ return results of the file format: any format
Date Return web pages first seen in the: past 24 hours ▾
Occurrences Return results where my terms occur
Domain Only ▾ return results from the site or domain
Usage Rights Return results that are
SafeSearch ● No filtering ○ Filter using SafeSearch

*Click on the **Google Search** button will then display the search result as required.*

By file format

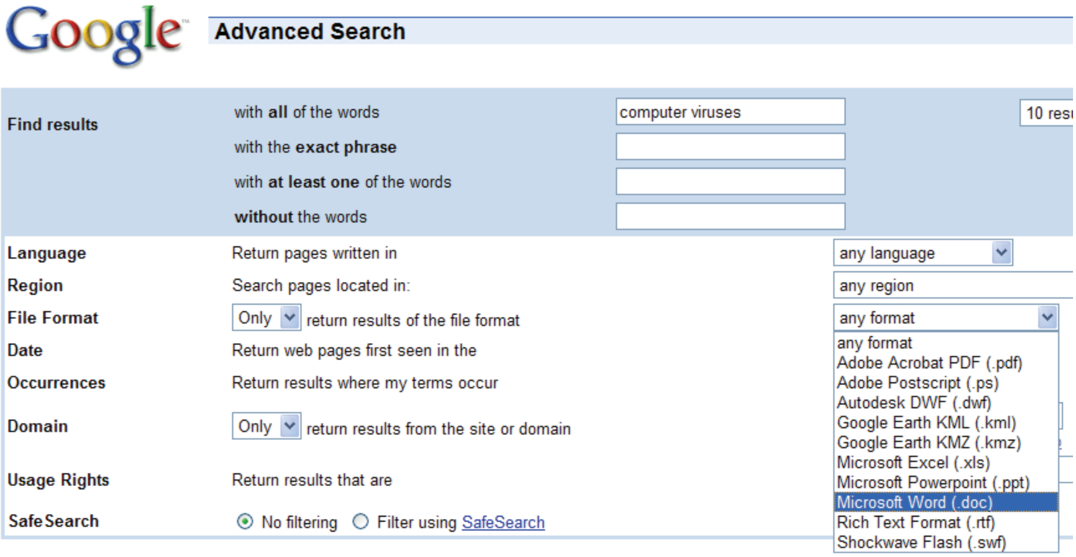
*Type **www.google.com** in the Internet Explorer Address Bar to display the Google search engine. You will see the following.*



*Click on the **Advanced Search** link.*

Within the "**with all these words**" section we can type in our search phrase, such as **computer viruses**. As you can see clicking on the drop down arrow within the **File Format** section allows you to search for information in a range of different formats, such as Adobe Acrobat PDF, Microsoft Word and Rich Text Format (RTF). In the example shown we have selected only documents in **Microsoft Word** format.

TIP: If you are trying this after experimenting with the previous section make sure to remove any restrictions from within the **Date** section.

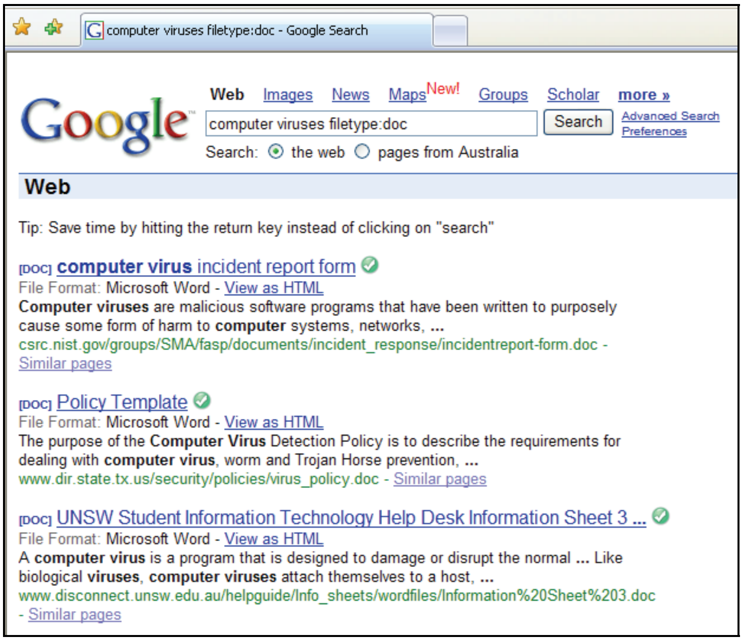


Advanced Search

Find results	with **all** of the words	computer viruses
	with the **exact phrase**	
	with **at least one** of the words	
	without the words	
Language	Return pages written in	any language
Region	Search pages located in:	any region
File Format	Only – return results of the file format	any format
Date	Return web pages first seen in the	
Occurrences	Return results where my terms occur	
Domain	Only – return results from the site or domain	
Usage Rights	Return results that are	
SafeSearch	● No filtering ○ Filter using SafeSearch	

10 resu
any format
Adobe Acrobat PDF (.pdf)
Adobe Postscript (.ps)
Autodesk DWF (.dwf)
Google Earth KML (.kml)
Google Earth KMZ (.kmz)
Microsoft Excel (.xls)
Microsoft Powerpoint (.ppt)
Microsoft Word (.doc)
Rich Text Format (.rtf)
Shockwave Flash (.swf)

Your search results will look something like the illustration below. As you can see only Word documents have been listed.



computer viruses filetype:doc - Google Search
Web Images News Maps New! Groups Scholar more »
Search
Advanced Search
Preferences

computer viruses filetype:doc

Search: ● the web ○ pages from Australia

Web

Tip: Save time by hitting the return key instead of clicking on "search"

[DOC] **computer virus** incident report form
File Format: Microsoft Word - View as HTML
Computer viruses are malicious software programs that have been written to purposely cause some form of harm to **computer** systems, networks, **...**
csrc.nist.gov/groups/SMA/fasp/documents/incident_response/incidentreport-form.doc - Similar pages

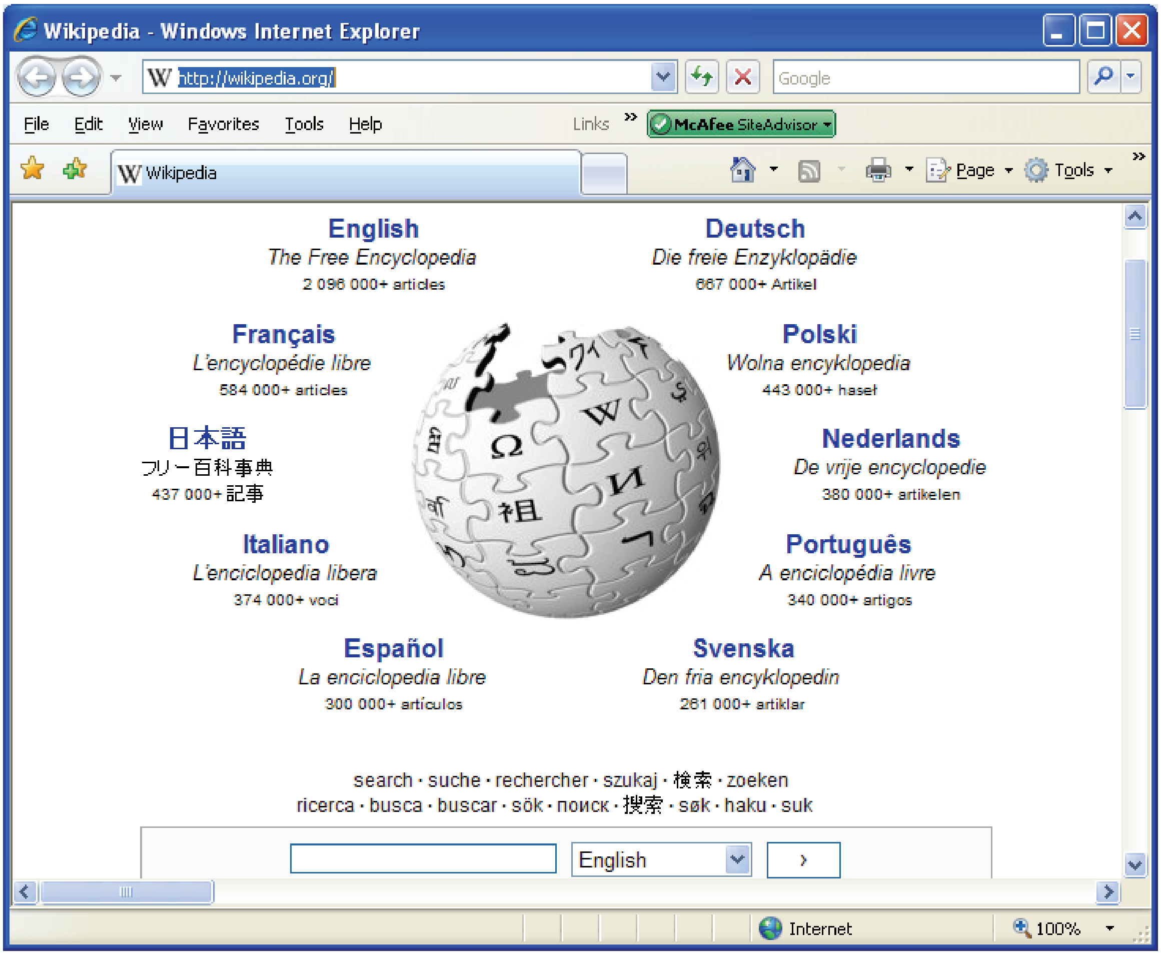
[DOC] Policy Template
File Format: Microsoft Word - View as HTML
The purpose of the **Computer Virus** Detection Policy is to describe the requirements for dealing with **computer virus**, worm and Trojan Horse prevention, **...**
www.dir.state.tx.us/security/policies/virus_policy.doc - Similar pages

[DOC] UNSW Student Information Technology Help Desk Information Sheet 3 ...
File Format: Microsoft Word - View as HTML
A **computer virus** is a program that is designed to damage or disrupt the normal **...** Like biological **viruses**, **computer viruses** attach themselves to a host, **...**
www.disconnect.unsw.edu.au/helpguide/Info_sheets/wordfiles/Information%20Sheet%203.doc - Similar pages

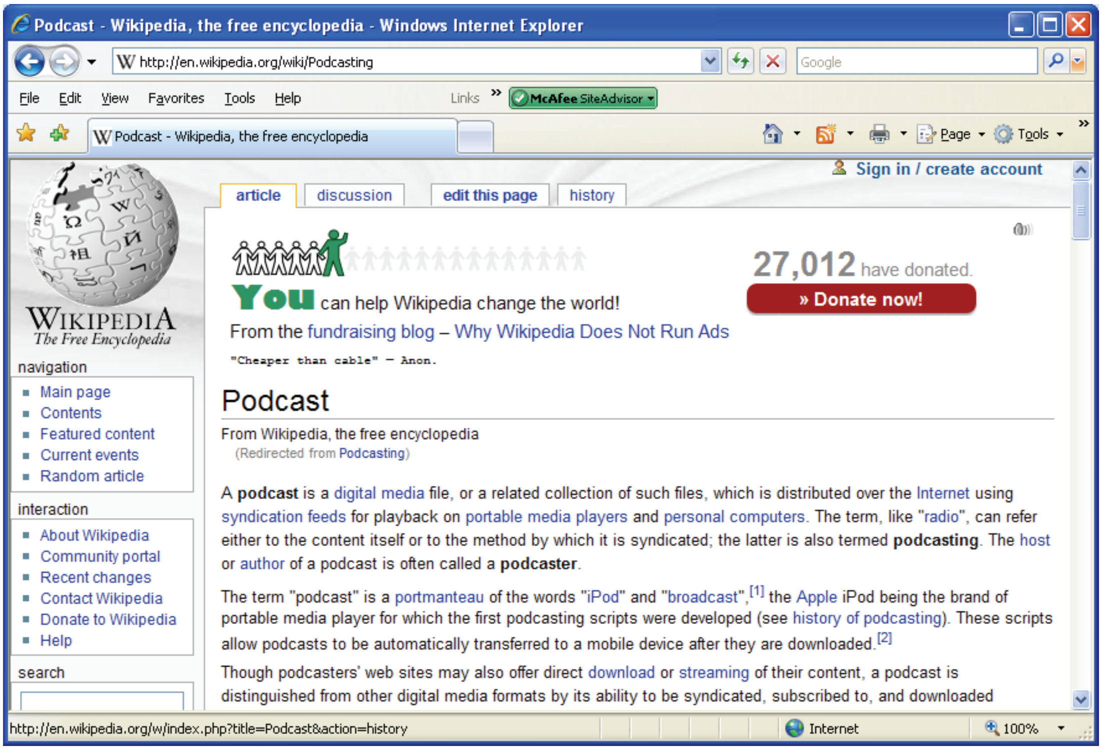
NOTE: Word documents may contain virus like code, so you should be careful when opening documents unless you have confidence in the source from which you download them.

Online encyclopaedias

The Internet contains a number of online encyclopaedias, the best known of which is Wikipedia which you can investigate at: **http://wikipedia.org**


Wikipedia - Windows Internet Explorer
http://wikipedia.org/
Google
File Edit View Favorites Tools Help
Links
McAfee SiteAdvisor
Wikipedia
Page
Tools
English
The Free Encyclopedia
2 096 000+ articles
Deutsch
Die freie Enzyklopädie
667 000+ Artikel
Français
L'encyclopédie libre
584 000+ articles
Polski
Wolna encyklopedia
443 000+ haseł
日本語
フリー百科事典
437 000+ 記事
Nederlands
De vrije encyclopedie
380 000+ artikelen
Italiano
L'enciclopedia libera
374 000+ voci
Português
A enciclopédia livre
340 000+ artigos
Español
La enciclopedia libre
300 000+ artículos
Svenska
Den fria encyklopedin
261 000+ artiklar
search · suche · rechercher · szukaj · 検索 · zoeken
ricerca · busca · buscar · sök · поиск · 搜索 · søk · haku · suk
English
›
Internet
100%

As you can see it is multilingual and has up to date information on a range of subjects. For instance try searching this encyclopaedia for information about Podcasting. You will find lots of information, links and references, as illustrated.


Podcast - Wikipedia, the free encyclopedia - Windows Internet Explorer
http://en.wikipedia.org/wiki/Podcasting
Google
File Edit View Favorites Tools Help
Links
McAfee SiteAdvisor
Podcast - Wikipedia, the free encyclopedia
Page
Tools
Sign in / create account
article
discussion
edit this page
history
WIKIPEDIA
The Free Encyclopedia
navigation
Main page
Contents
Featured content
Current events
Random article
interaction
About Wikipedia
Community portal
Recent changes
Contact Wikipedia
Donate to Wikipedia
Help
search
http://en.wikipedia.org/w/index.php?title=Podcast&action=history
Internet
100%

You can help Wikipedia change the world!

From the fundraising blog – Why Wikipedia Does Not Run Ads

"Cheaper than cable" – Anon.

27,012 have donated.

» Donate now!

Podcast

From Wikipedia, the free encyclopedia

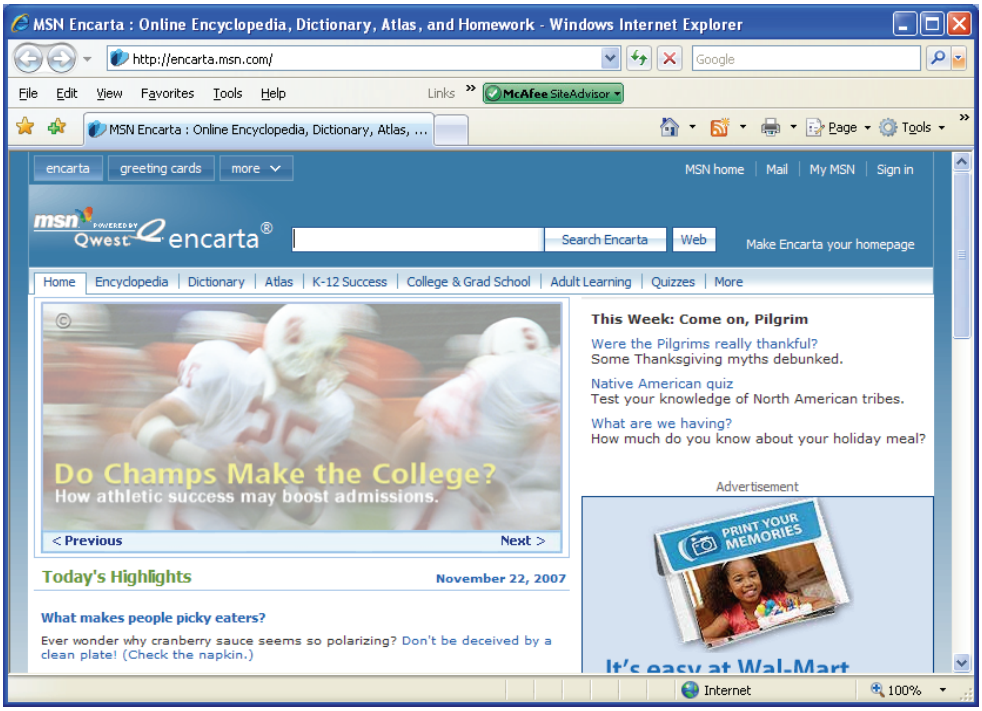
(Redirected from Podcasting)

A **podcast** is a digital media file, or a related collection of such files, which is distributed over the Internet using syndication feeds for playback on portable media players and personal computers. The term, like "radio", can refer either to the content itself or to the method by which it is syndicated; the latter is also termed **podcasting**. The host or author of a podcast is often called a **podcaster**.

The term "podcast" is a portmanteau of the words "iPod" and "broadcast",[1] the Apple iPod being the brand of portable media player for which the first podcasting scripts were developed (see history of podcasting). These scripts allow podcasts to be automatically transferred to a mobile device after they are downloaded.[2]

Though podcasters' web sites may also offer direct download or streaming of their content, a podcast is distinguished from other digital media formats by its ability to be syndicated, subscribed to, and downloaded

There are many other examples such as Microsoft Encarta site which you can view at: http://encarta.msn.com


MSN Encarta : Online Encyclopedia, Dictionary, Atlas, and Homework - Windows Internet Explorer
http://encarta.msn.com/
Google
File Edit View Favorites Tools Help
Links
McAfee SiteAdvisor
MSN Encarta : Online Encyclopedia, Dictionary, Atlas, ...
Page
Tools
encarta
greeting cards
more
MSN home
Mail
My MSN
Sign in
msn POWERED BY Qwest encarta®
Search Encarta
Web
Make Encarta your homepage
Home
Encyclopedia
Dictionary
Atlas
K-12 Success
College & Grad School
Adult Learning
Quizzes
More
< Previous
Next >
Advertisement
PRINT YOUR MEMORIES
It's easy at Wal-Mart
Internet
100%

Do Champs Make the College?
How athletic success may boost admissions.

This Week: Come on, Pilgrim

Were the Pilgrims really thankful?
Some Thanksgiving myths debunked.

Native American quiz
Test your knowledge of North American tribes.

What are we having?
How much do you know about your holiday meal?

Today's Highlights November 22, 2007

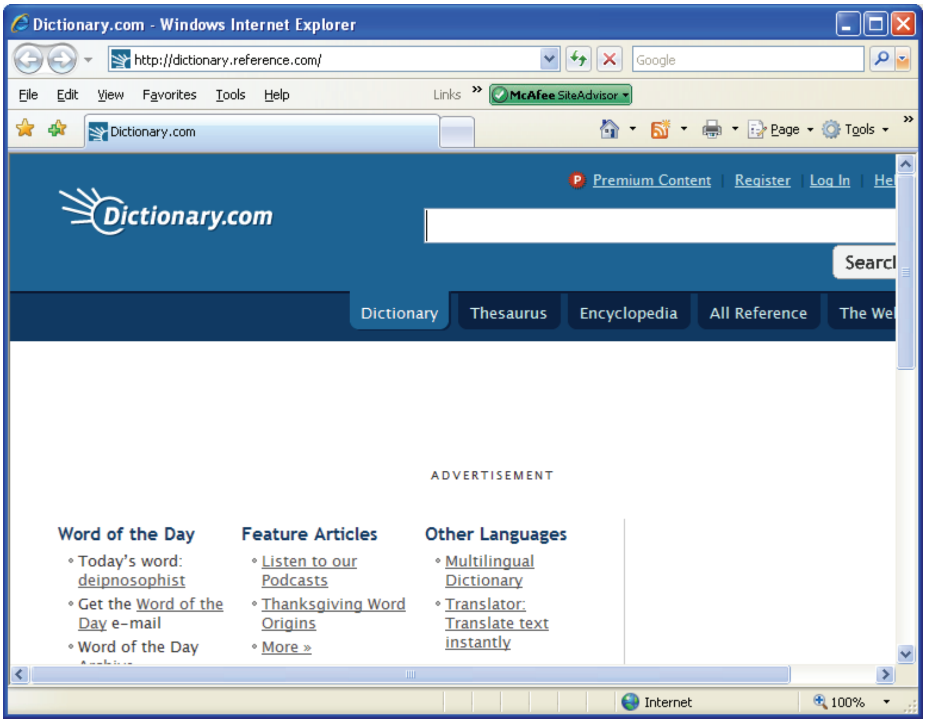
What makes people picky eaters?

Ever wonder why cranberry sauce seems so polarizing? Don't be deceived by a clean plate! (Check the napkin.)

Try searching the web for other free online encyclopaedias.

Online dictionaries

The Internet contains many online dictionaries; you can find an example at:
http://dictionary.reference.com


Dictionary.com - Windows Internet Explorer
http://dictionary.reference.com/
Google
File Edit View Favorites Tools Help
Links
McAfee SiteAdvisor
Dictionary.com
Page
Tools
Premium Content | Register | Log In | He
Dictionary.com
Searc
Dictionary
Thesaurus
Encyclopedia
All Reference
The We
ADVERTISEMENT
Word of the Day
Today's word: deipnosophist
Get the Word of the Day e-mail
Word of the Day
Feature Articles
Listen to our Podcasts
Thanksgiving Word Origins
More »
Other Languages
Multilingual Dictionary
Translator: Translate text instantly
Internet
100%

Try searching the web for other free online dictionaries.

Web Outputs

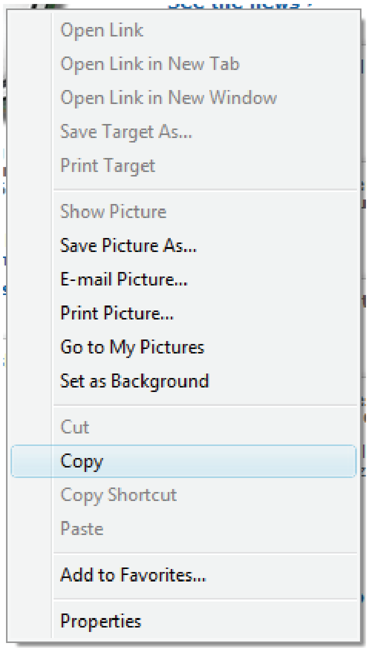
Saving files

Copying a picture from a Web site page

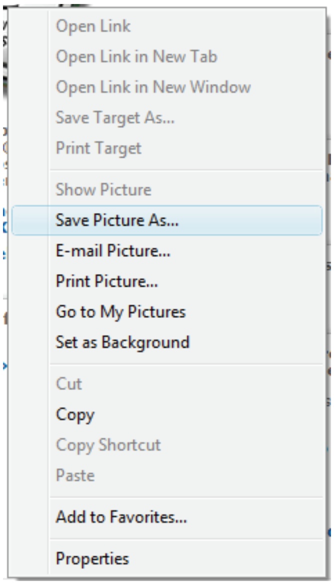
Display a Web page within the Internet Explorer, such as **www.intel.com**, right click on a picture within the Web page, and select the **Copy** command.

This will copy the image to the Clipboard. The image can then be pasted into a document using the normal **paste** command.

> *Open the **WordPad** program. To do this click on the **Start** button and then click on **All Programs**. Click on **Accessories** and then click on **WordPad**. Press **Ctrl+V** to copy the contents of the Clipboard into the WordPad window. Close the WordPad program without saving your document.*

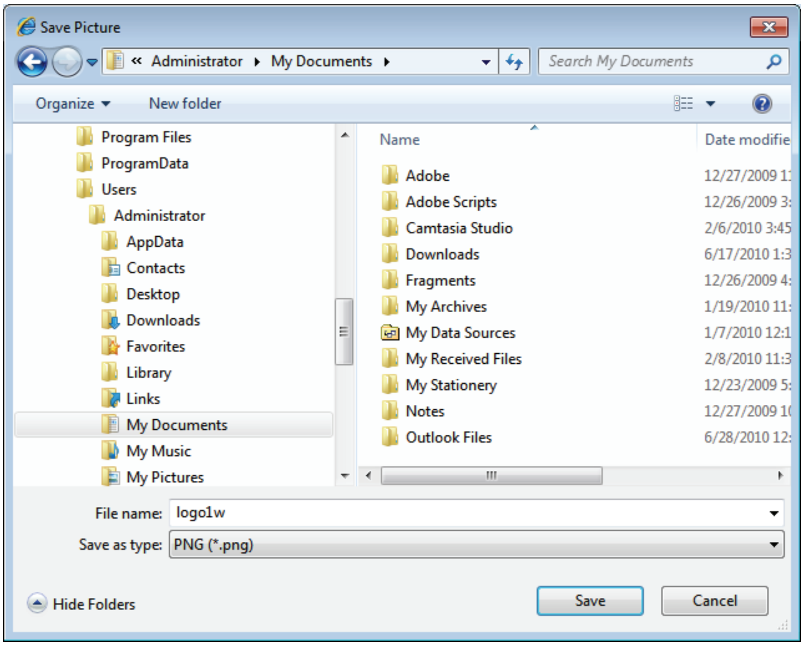

Open Link
Open Link in New Tab
Open Link in New Window
Save Target As...
Print Target
Show Picture
Save Picture As...
E-mail Picture...
Print Picture...
Go to My Pictures
Set as Background
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

Saving a picture on a Web page as a picture file


Open Link
Open Link in New Tab
Open Link in New Window
Save Target As...
Print Target
Show Picture
Save Picture As...
E-mail Picture...
Print Picture...
Go to My Pictures
Set as Background
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

*Display a Web page within the Internet Explorer, such as **www.intel.com**, right click on a picture within the Web page, and select the **Save Picture As** command.*

This will display the **Save Picture** dialog box.


Save Picture
« Administrator ▸ My Documents ▸
Search My Documents
Organize ▾
New folder
Program Files
ProgramData
Users
Administrator
AppData
Contacts
Desktop
Downloads
Favorites
Library
Links
My Documents
My Music
My Pictures
Name
Date modifie
Adobe
Adobe Scripts
Camtasia Studio
Downloads
Fragments
My Archives
My Data Sources
My Received Files
My Stationery
Notes
Outlook Files
Hide Folders
Save
Cancel

File name: logo1w

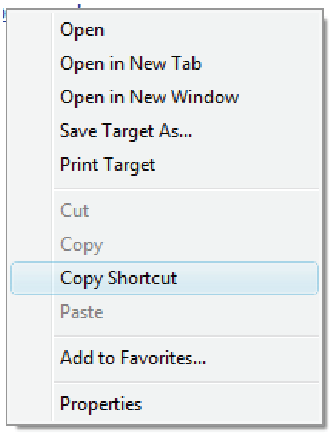
Save as type: PNG (*.png)

You can then save the picture as a JPEG file to your hard disk. This picture can then be used in any documents that you create.

WARNING: Most pictures that you will see on Web pages are subject to copyright and you may need permission to use them within any documents that you create.

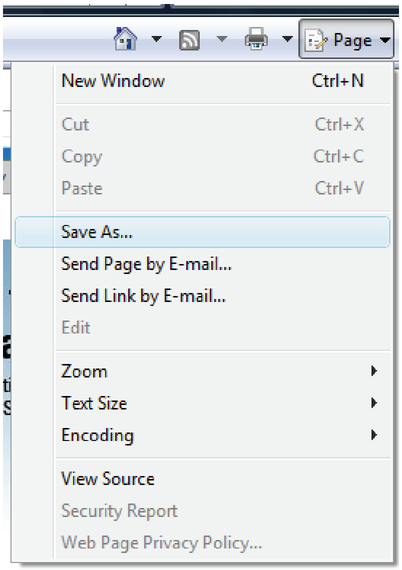
Copying a Web address (URL) to a document

Display a Web page such as **www.google.com**. Right-click over a hyperlink and from the pop-up menu displayed, select the **Copy Shortcut** command. The hyperlink URL has been copied to the Clipboard.


Open
Open in New Tab
Open in New Window
Save Target As...
Print Target
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

*Open the **WordPad** program. To do this click on the **Start** button and then click on **All Programs**. Click on **Accessories** and then click on **WordPad**. Press **Ctrl+V** to copy the contents of the Clipboard into the WordPad window. Close the WordPad program without saving your document.*

Saving a Web page


Page
New Window Ctrl+N
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Save As...
Send Page by E-mail...
Send Link by E-mail...
Edit
Zoom
Text Size
Encoding
View Source
Security Report
Web Page Privacy Policy...

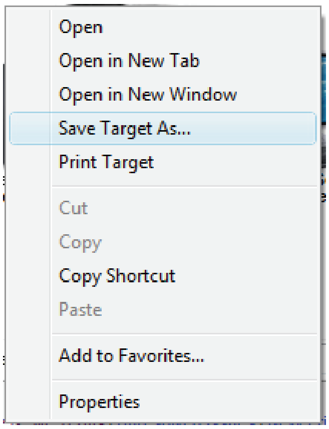
*Display the Web page that you wish to save to disk, such as **www.dell.com**.*
*Click on the **down arrow** to the right of the **Page** button (displayed on the toolbar) and select the **Save As** command.*

You will see the **Save Webpage** dialog box.

You can use this dialog box to specify a file name and a folder location.
*Clicking on the **Save** button will save the Web page to your hard disk.*

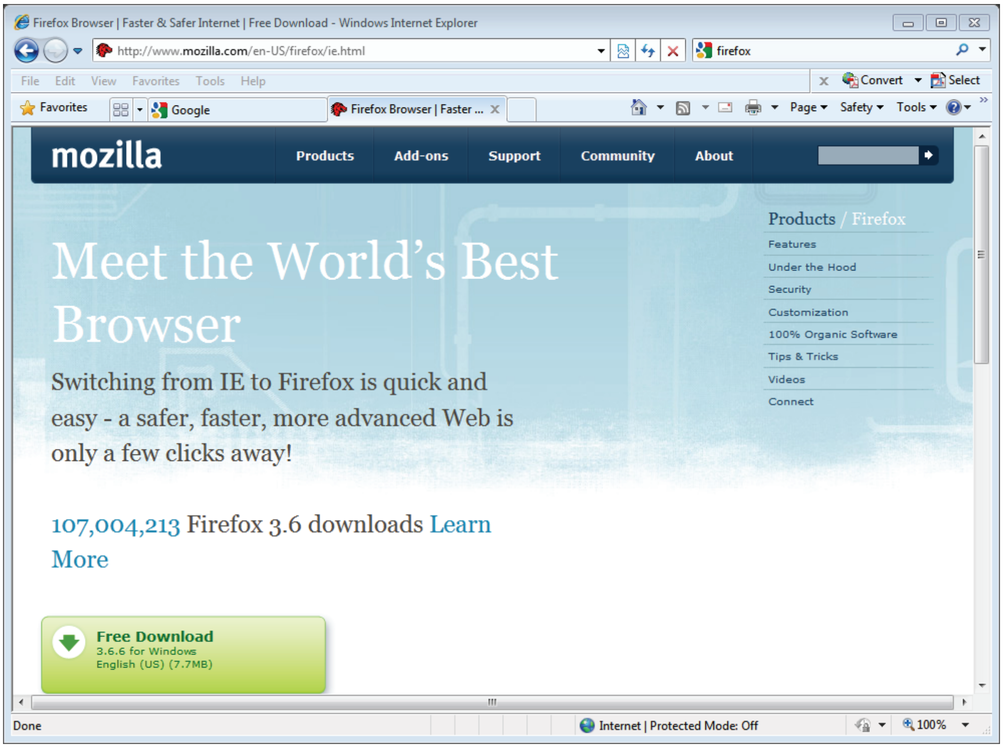
Downloading files from a Web page

Some Web pages give you the option of clicking on a hyperlink to download a file. This file might be a program or a document. Many documents will be available as either Microsoft Word formatted files or Adobe Acrobat PDF formatted files.


Open
Open in New Tab
Open in New Window
Save Target As...
Print Target
Cut
Copy
Copy Shortcut
Paste
Add to Favorites...
Properties

*To download a file you would right click on the hyperlink, and from the pop-up menu displayed, select the **Save Target As** command.*

You will then see a dialog box allowing you to specify the folder in which you want to save the file.


Firefox Browser | Faster & Safer Internet | Free Download - Windows Internet Explorer
http://www.mozilla.com/en-US/firefox/ie.html
firefox
File Edit View Favorites Tools Help
Convert Select
Favorites
Google
Firefox Browser | Faster ...
Page Safety Tools
mozilla
Products Add-ons Support Community About
Products / Firefox
Features
Under the Hood
Security
Customization
100% Organic Software
Tips & Tricks
Videos
Connect
Free Download
3.6.6 for Windows
English (US) (7.7MB)
Done
Internet | Protected Mode: Off
100%

Meet the World's Best Browser

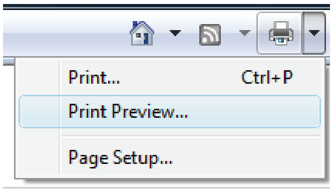
Switching from IE to Firefox is quick and easy - a safer, faster, more advanced Web is only a few clicks away!

107,004,213 Firefox 3.6 downloads Learn More

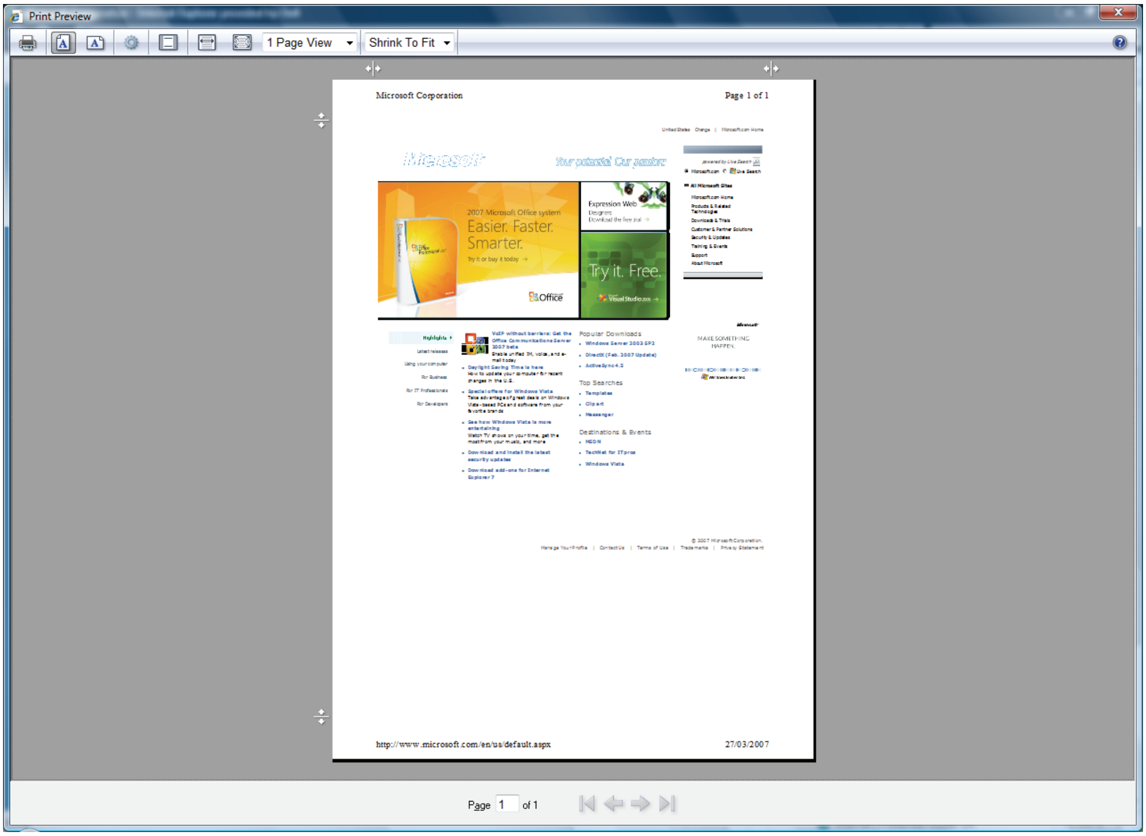
Preparing & Printing

Previewing Web pages

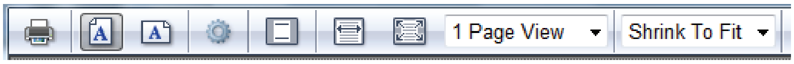
To see how a Web page will print, display a Web page such as **www.microsoft.com** and then click on the **down arrow** to the right of the **Print** icon on the Internet Explorer toolbar. From the drop down listed, click on the **Print Preview** command.


Print... Ctrl+P
Print Preview...
Page Setup...

You will see the Web page displayed within the **Print Preview** window.


Print Preview
1 Page View
Shrink To Fit
Microsoft Corporation
Page 1 of 1
http://www.microsoft.com/en/us/default.aspx
27/03/2007
Page 1 of 1

You will see the following icons displayed within the Print Preview toolbar.


1 Page View
Shrink To Fit

Print

Portrait
Prints the page using portrait page orientation.

Landscape
Prints the page using landscape page orientation.

Page Setup
Allows more control over how the page is set up.

Turn headers and footers on or off
Controls the printing of additional information such as the date, URL and page number.

Full width view
Zooms the Web page displayed within the Print Preview window to the width of the window.

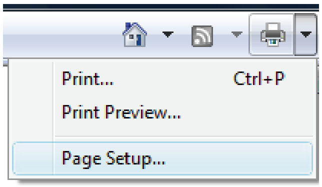
Full page view
Zooms the Web page displayed within the Print Preview window to fill the Print Preview window.

Page 1 Page View ▾
Let’s you specify the number of pages to display.

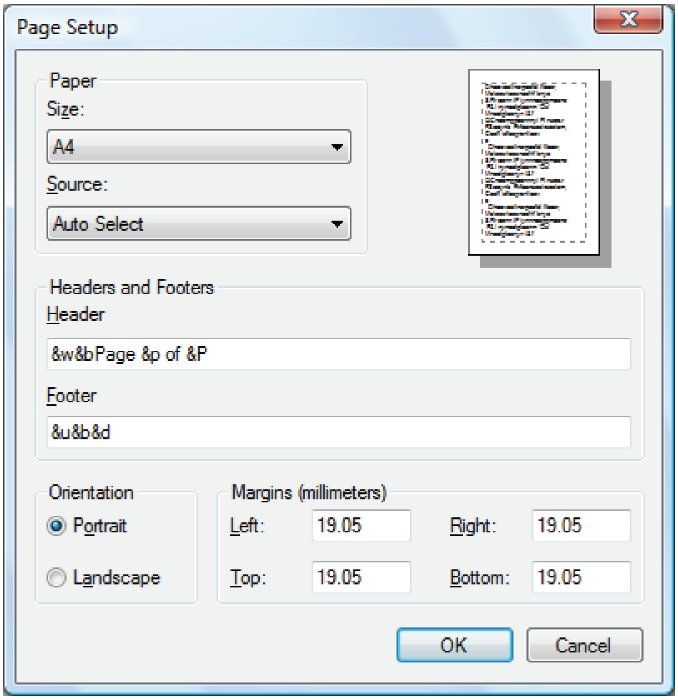
Change Print Size Shrink To Fit ▾
Reduces or enlarges the Web page when displayed to fit the printed page. Earlier versions of Internet Explorer would often print pages with the right section of the Web page not being printed correctly.

Page Setup - Orientation, paper size and page margins

Click on the **down arrow** to the right of the **Print** icon within the Internet Explorer toolbar. From the drop down displayed, click on the **Page Setup** command.

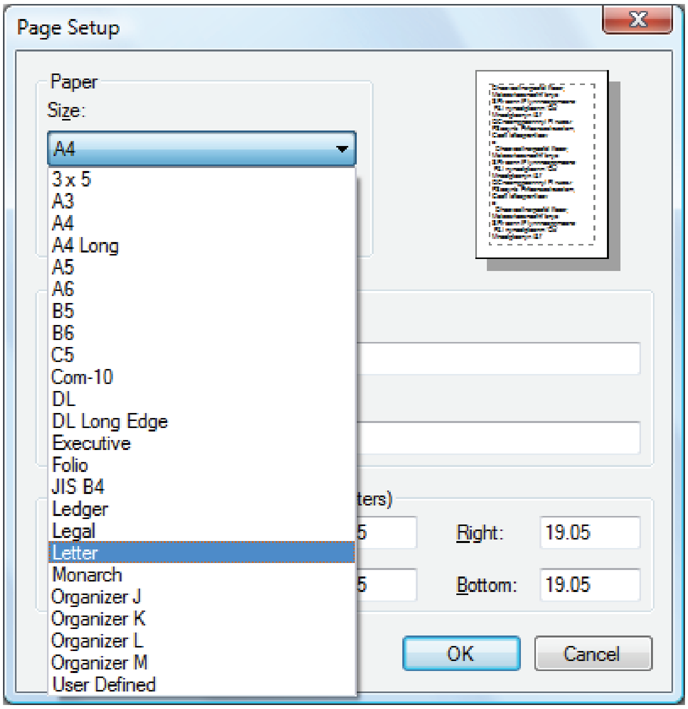


This will display the **Page Setup** dialog box.


Page Setup
Paper
Headers and Footers
Orientation
Margins (millimeters)
OK
Cancel

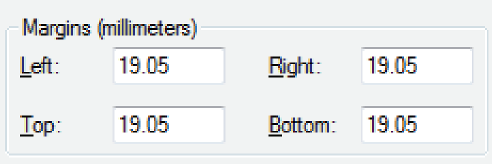
Size: A4
Source: Auto Select
Header: &w&bPage &p of &P
Footer: &u&b&d
● Portrait
○ Landscape
Left: 19.05
Right: 19.05
Top: 19.05
Bottom: 19.05

To select the correct paper size click on the **down arrow** next to the **Size** section and select as required.


Page Setup
Paper
3 x 5
A3
A4
A4 Long
A5
A6
B5
B6
C5
Com-10
DL
DL Long Edge
Executive
Folio
JIS B4
Ledger
Legal
Letter
Monarch
Organizer J
Organizer K
Organizer L
Organizer M
User Defined
ters)
OK
Cancel

Size: A4
Right: 19.05
Bottom: 19.05

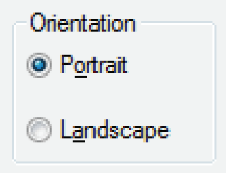
Use the **Margins** section of the **Page Setup** dialog box to set top, bottom, left and right margins.



Margins (millimeters)

Left: 19.05
Right: 19.05
Top: 19.05
Bottom: 19.05

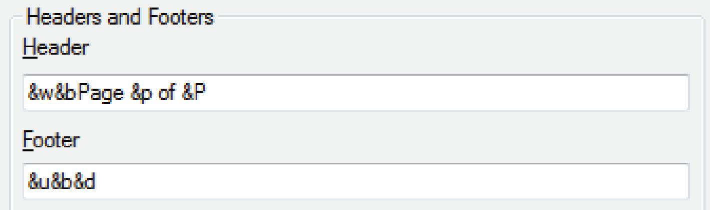
Use the **Orientation** section of the **Page Setup** dialog box to select either landscape or portrait page orientation.



Orientation

● Portrait
○ Landscape

Use the **Headers and Footers** section of the **Page Setup** dialog box to set the information you want displayed within your header or footer.



Headers and Footers

Header: &w&bPage &p of &P
Footer: &u&b&d

There are codes that you need to insert into the Header or Footer box to display or format particular information.

&w
Displays the title of the Web page.

&u
Displays the Web page address URL address.

&d
Displays the date in a short format.

&D
Displays the date in a long format.

&t
Displays the time.

&T
Displays the time using a 24-hour format.

&p
Displays the current page number.

&P
Displays the total number of pages printed.

&b
Aligns text to the right.

&b
Let’s you centre text and must be placed before and after the text you want to centre.

&&
Displays a single ampersand (&) sign.

TIP: If this all looks like too much trouble, just use the default settings offered by the Internet Explorer.

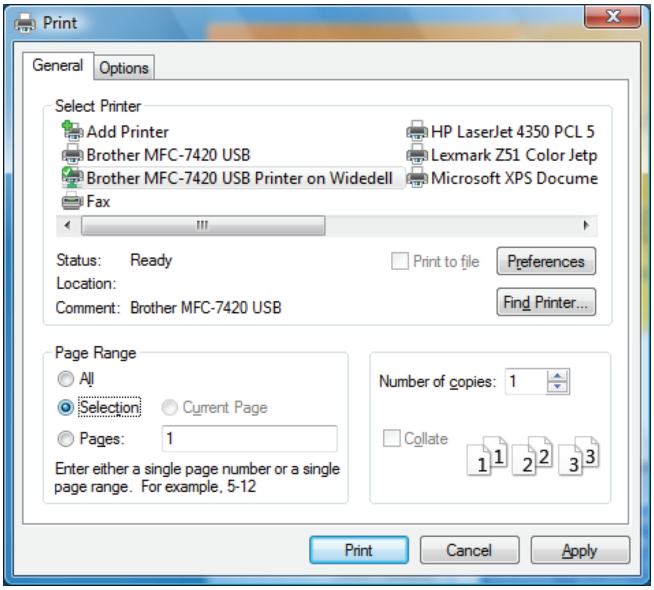
Printing the entire Web page

Normally to print the entire page, you would display a page within the Internet Explorer, such as the Microsoft home page and then click on the **Print** icon.

TIP: The keyboard shortcut to print a Web page is **Ctrl+P**.

Printing a selected area on a Web page

*To print just a selected area of a Web page first select an area on the Web page by dragging across the area you wish to print with the mouse key pressed down. When you release the mouse key the area you dragged over will remain selected. Click on the **Print** icon.*

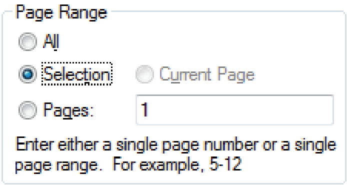

Print
General
Options
Select Printer
Add Printer
Brother MFC-7420 USB
Brother MFC-7420 USB Printer on Widedell
Fax
HP LaserJet 4350 PCL 5
Lexmark Z51 Color Jetp
Microsoft XPS Docume
Preferences
Find Printer...
Page Range
Collate
Print
Cancel
Apply

Status: Ready
Location:
Comment: Brother MFC-7420 USB
☐ Print to file

○ All
● Selection ○ Current Page
○ Pages: 1
Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1
☐ Collate

*Within the **Print Range** section, click on the **Selection** button.*



Page Range

○ All

● Selection ○ Current Page

○ Pages: 1

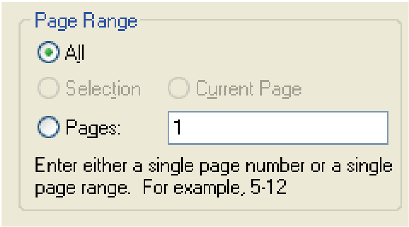
Enter either a single page number or a single page range. For example, 5-12

*Click on the **Print** button and just the selected area will be printed.*

Printing specific page(s)

Display a web page that contains a lot of data that will require more than one page to print.

*Press **Ctrl+P** to display the **Print** dialog box. Within the **Page Range** section of the dialog box, enter the pages or page range that you wish to print.*



Page Range

● All

○ Selection ○ Current Page

○ Pages: 1

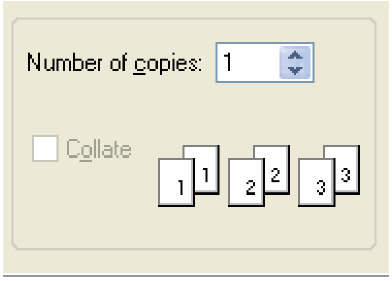
Enter either a single page number or a single page range. For example, 5-12

*Click on the **Print** button to print the requested pages.*

Printing a number of copies

Display a web page that you wish to pint multiple copies of.

*Press **Ctrl+P** to display the **Print** dialog box. Within the **Number of copies** section of the dialog box, enter the number of copies that you wish to print.*



Number of copies: 1

☐ Collate

*Click on the **Print** button to print the requested copies.*

Communication

Terminology & Concepts

The structure of an email address

Take a typical email address:

lamia@gmail.com

The first part of the address “**lamia**”, is the user name and indicates the person to whom the email is addressed.

The “**@**” symbol marks the end of the user name.

The “**@**” symbol is followed by one or more sub-domains, separated by periods. In the example above the “**gmail**” is the sub-domain. Sub-domains are registered by organizations or individuals to give themselves an internet identity.

At the very end of the email address is the TLD or Top Level Domain. In the example the TLD is “.com”, indicating an international company. There are other TLDs such as “.net”, “.org”, “.biz” and “.info” designed to help you identify different types of organization.

SMS (Short Message Service)

Commonly known as ‘texting’. SMS allows you to send and receive text messages between mobile (cell) phones.

Voice over Internet Protocol (VoIP)

Voice over Internet Protocol, is a technology that allows you to talk with other people via the Internet. You can talk for free to other people using VoIP on their computers. You can even make calls to real telephones at a much cheaper rate than normal. This system is ideal when you need to make a lot of long distance or international calls. You can use VoIP by just installing a microphone and headset, or you can purchase a special VoIP compatible phone, which will normally plug into one of the USB sockets on your computer. A well-known VoIP product supplier is Skype, who produce a range of excellent phones.

Benefits of VoIP

Inexpensive long-distance and international calls compared to traditional phone systems.
You can search for contacts, worldwide.
You can combine speech with video when you use a Webcam.
Portable, people can contact you on the move as long as you have an Internet connection. This is especially useful when travelling internationally, as international calls using mobile (cell) phones are very expensive.

WARNING: A VoIP phone is not suitable for making emergency calls. If your computer is unavailable you may not be able to use the VoIP phone.

Also the voice quality may be worse compared to using a traditional phone.

Instant messaging (IM)

Instant messaging (IM) provides a mechanism for real-time communication between two or more people sending text messages via their computers. This is different from sending an email which once sent may be read sometime later by the person you sent the email to.

Some types of instant messaging software let you speak rather than having to type your messages. You can use your web cam so that you can see the person you are talking to.

Benefits of IM

There are many benefits including:

Real-time communication:
Unlike leaving an email, IM allows you to communicate in real time and have a two way conversation.

Knowing whether contacts are online:
Unlike when sending an email, you can see if the person you what to send the message to is online or not.

Low cost:
Compared to tradition phone calls, IM is very cost effective, especially when combined with the flexibility of use and additional features compared to a traditional phone call.

Ability to transfer files:
As well as sending text message you can attach files including pictures, sound, video and other files.

Online (virtual) communities

It is important to understanding the concept of online (virtual) communities. These can take many forms including:
- Social networking websites
- Internet forums
- Chat rooms
- Online computer games

Social networking websites

These sites allow you to link up with other people, to share news, experience and gossip. Some such as 'Friends Reunited' are specifically designed to let you find friends that you have lost contact with.

MySpace

Facebook

hi5

Bebo

Twitter

These are some more social networking websites

Internet forums (message boards / discussion boards)

An Internet forum is a web based application that lets you join in online discussions. You can post your views or comments for all in the forum to see and react to. Try searching the Web for information on message boards and you will find that there is a discussion for you, whatever your interest!

Chat rooms

The term ‘chat room’ has had a lot of media attention over the last few years. The term has evolved to include any web based mechanism to share your news with other on the web. The communication is in real time, i.e. you can talk to other individuals, rather than leaving messages. Try searching the Web for more information and examples.

Online computer games

Online games are games that are access and played via the Internet. In many cases you can play against other people. Try searching the web use the phrase ‘online computer games’ and you will find lots of sites you can access.

Security Considerations

Spam or Unsolicited Email

Spam is the bulk sending of unsolicited and often fraudulent email messages, normally trying to sell a commercial product or service. There are companies which will sell lists of email addresses by the million. If you are a regular Internet user, then the chances are that the providers of these lists will pick up your email address (using a variety of sneaky techniques). As more and more companies buy in these lists and use them in their marketing campaigns, you will receive more and more spam emails, offering you an increasingly bizarre range of products and services! In many countries the sending of spam is now against the law!

Increasingly unscrupulous marketing companies are using popup windows within your Web browser to display unwanted messages. There are now many anti-popup programs available to help block this newer type of spam.

Phishing

Phishing refers to efforts to trick you into revealing your personal or financial information. This is often done by sending out millions of emails at random claiming to be from your bank or similar organizations and then requesting that you update your details, using a link provided within the email. When you click on this link you are taken to a web site that looks just like the real thing but is in fact a copy of a banks web site. When you type in your details, you have just given the information to criminals who will use that information in identity theft related crime.

Be careful of emails claiming to be from financial institutions or popular web sites instructing you to click on a link and login. Often the link points to a clone of the legitimate web site which is under the control of criminals. Should you click on the link & log into the fake site you will have inadvertently given your password details away. Never click on a link in an email, to be safe open your web browser and type in the address for the web site, this way you can be sure that you are viewing the legitimate site.

Modern web browsers such as Internet Explorer 7+ or Mozilla Firefox 3+ have anti-phishing features that will display a warning if you visit a web site that has been identified as fraudulent.

Viruses

Be very careful about opening files which are attached to email messages as they may contain viruses. You should know that Microsoft Word documents can contain special types of virus, called macro viruses. Even pictures can contain virus like code.

Digital signatures

A digital signature is a code which is attached to an email to uniquely identify the sender. Like a traditional hand written signature the purpose of the digital signature is to guarantee that the sender of the message is who he or she claims to be. Digital signatures employ sophisticated encryption techniques to ensure that they cannot be counterfeited.

E-mail Theory

The advantages of using email

Fast

One of the great things about email is that you can send messages and files to anyone in the world, almost instantly.

Low cost

The cost of sending information by email is a fraction of that involved when using the traditional mail system, especially when emailing to a different country.

Worldwide portability

Once you have an email account set up, you should be able to access your email from anywhere that has an Internet connection. Even many holiday hotels now have an email connection for customers!

Time Zone friendly

If you live in Europe and phone someone in the western United States at 9 am locally, you would either get no answer (because the office in the US would be empty), or you could be waking them up in the middle of the night. The great thing about sending an email is that you can send it anytime you want and the recipient will read the mail when they want.

Web-based Email

Many email providers now offer a web-based interface for accessing your email. This enables you to access your message from any web enabled PC or device without the need to install software.

Netiquette

There are some simple rules when sending emails:

Use short, accurate subject descriptions

In a busy office situation, a person may receive many emails a day. Prior to opening the email the only indication that an email might be relevant to that person is the email subject header. Keep emails simple, short and to the point!

Avoid using all upper case letters in a message: The use of letters in UPPER CASE is considered as shouting within an email. Use of all upper case (or all lower case) can also make the message difficult to read.

Be brief

People tend to 'skim read' email messages. If they are too long the chances are that the recipient will miss important information buried within the message.

Use the spell checker

Never send an email without spell checking the contents first. This can give a really poor impression about your organization.

Respect privacy and confidentially

Never quote part of one person's email within another email without permission. In many cases there is a message attached to the bottom of emails, warning that the email is confidential!

Don't 'flame'

If some idiot emails you over something which is inappropriate, do not respond and get into a series of increasingly hostile email exchanges. This is called flaming. Never reply to unsolicited email (spam), unless you want to receive even more rubbish in your email inbox!

Issues when sending file attachments

There are a number of issues to consider such as:

File size limits

If you attach a file of a certain size, then the coding necessary you attach the file to the email will make the file size of the attached file larger than the original file size.

Many email system will set limits on the size of email attachment that they will accept. These limits differ from one system to another. Also remember that the larger the attached file that longer your email will take to be delivered.

File type restrictions

Many email systems will block attached files if the attachment is an executable file. This is because many virus and other malicious software types are spread through the emailing of attached executable files. Even if you can attach an executable file, do not be surprised if the email is rejected by the email software of the person you are sending the file to.

Do not send to many attachments at the same time

Send a lot of simultaneous attachments (such as photographs), may exceed file size attachment limits.

Netiquette

Remember do not send large file attachments to people who are not expecting them.

Access 2016 Foundation

Access 2016 Foundation

TUTOR SETUP INFORMATION 6

SAMPLE FILES FOR THIS COURSE 7

ACCESS 2016 DATABASE CONCEPTS 8

WHAT IS A DATABASE? 8
DATABASE EXAMPLES 8
WHAT IS A RELATIONAL DATABASE? 8
WHAT IS A TABLE? 8
WHAT IS A RECORD (ROW)? 9
WHAT IS A FIELD (COLUMN)? 9
WHAT IS DATA? 9
THE DIFFERENCE BETWEEN DATA AND INFORMATION 10
DATA TYPES 10
COMMON USES OF LARGE-SCALE DATABASES 10
KEEPING DATA DISCRETE 11
EACH FIELD SHOULD CONTAIN ONLY ONE ITEM 11
DATABASE DESIGNERS, DATABASE ADMINISTRATORS AND DATABASE USERS 11

OPENING A DATABASE & SECURITY ISSUES 13

OPENING A DATABASE WITHIN YOUR SAMPLES FOLDER 13
TRUSTED LOCATIONS – USING THE TRUST CENTRE 17
SETTING THE DEFAULT ACCESS FOLDER 21

ACCESS 2016 TABLES, FIELDS AND FIELD TYPES 24

CREATING A NEW BLANK DATABASE 24
ADDING FIELDS AND SETTING THE FIELD TYPE 26
ABOUT ACCESS DATA TYPES 31
CLOSING AND NAMING A TABLE 32

ACCESS 2016 TABLE NAVIGATION & MODIFICATION 35

OPENING A TABLE WITHIN A DATABASE 35
SWITCHING BETWEEN ‘DATASHEET VIEW’ AND ‘DESIGN VIEW’ 37
ADDING RECORDS TO A TABLE 40
SAVING THE CHANGES MADE TO A TABLE 44
NAVIGATING THROUGH RECORDS WITHIN A TABLE 44
ADJUSTING THE COLUMN WIDTH 48
AUTOMATICALLY RESIZING A COLUMN WIDTH TO FIT CONTENTS 48
MOVING A COLUMN TO REARRANGE THE COLUMN ORDER 49

ACCESS 2016 FIELD PROPERTIES 52

FIELD PROPERTIES 52
INPUT MASKS 64
VALIDATING NUMBERS 69
VALIDATING DATES 72
DATA ENTRY REQUIRED / NOT REQUIRED 75
FIELD PROPERTIES – REFERENCE MATERIALS 79
FIELD PROPERTIES – LOGICAL OPERATORS 80
FIELD PROPERTIES – VALIDATION RULE EXAMPLES 80
FIELD PROPERTIES – GENERAL 80

Field Properties – Format 81
Field Properties – Input Mask Characters 82
Field Properties – Input Mask Examples 83

MANIPULATING TABLES & RECORDS IN ACCESS 2016 84

Renaming a table....84
Editing data within a record....86
Deleting data within a record....87
Using the Undo command 88
Deleting a single record....89
Deleting multiple records....91
Using Save As to back up the database using a different file name....93
Deleting a table 95

ACCESS 2016 PRIMARY KEYS & INDEXING 97

Defining a Primary Key....97
Indexing - Reference Notes 101
Creating a single-field Index....102
Creating a multiple-field Index....104
Deleting multi-field indexes 108

FILTERING WITHIN ACCESS 2016 109

Text Filters 109
Applying a single filter 109
Clearing a single filter 114
Creating multiple filters....115
Clearing multiple filters 124

SORTING WITHIN ACCESS 2016 126

Sorting Records A-Z....126
Sorting records Z-A 128
Removing a sort....128
Sorting on multiple fields 128

SEARCHING WITHIN ACCESS 2016....134

Searching through records 134

ACCESS 2016 RELATIONSHIPS 137

Table relationships 137
One-to-many relationship 137
Many-to-many relationship 138
One-to-one relationships 138
Creating relationships between tables 139
About Referential integrity....142
Enabling Referential Integrity 143
Cascade options 144
Cascade update related fields 144
Cascade delete related records....144
Enabling cascade options 145
Deleting relationships 145

ACCESS 2016 FORMS....148

Forms overview 148

CREATING FORMS 148
MODIFYING FORMS 149
MODIFYING A FORM TITLE 156
CHANGING A FORM LOGO 157
MODIFYING A FORM LABEL 159
SAVING A FORM 161
FORM VIEW 162
ADDING AND FORMATTING ATTACHMENTS 163
MODIFYING DATA WITHIN RECORDS 172
DELETING RECORDS USING A FORM 175
ADDING RECORDS USING A FORM 178
ADDING OR DELETING TEXT IN A RECORD USING A FORM 179
CLOSING FORMS 179
OPENING FORMS 180
DELETING A FORM 180
FILTERING A FORM 182
REMOVING A FILTER FROM A FORM 185
INSERTING AND MODIFYING A FORM HEADER 186
INSERTING AND MODIFYING A FORM FOOTER 191

Tutor Setup Information

- Copy the sample files folder, called **Access 2016 Foundation** to the My **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

Sample files for this Course

- During this course you will need to open samples files.

  These are stored under the **My Documents** folder in a sub-folder called:

  Access 2016 Foundation.

  If you create any new files, unless otherwise instructed, you should also save the files in this folder.

Access 2016 Database Concepts

What is a database?

- A database is defined as an organized collection of data (information).
  In raw form, a sheet of paper divided into columns and rows or a table in Microsoft Word or Excel would previously have been considered a simple database. Single table databases are very limited in their uses and would not be considered as a business solution.

- These days, a database is defined as a collection of objects, such as tables, forms, queries and reports. A database will be able to store data in a structured manner across multiple tables, use queries to locate specific information according to given criteria, produce detailed (on-screen or printed) reports, perform calculations and much more.

Database Examples

- Databases are used to group and format data and then extract information from that data. Examples of databases usages include:

  - A phone directory
  - Criminal databases used by the police to keep track of known criminals
  - Patient records are kept on a database within the health system
  - Tax details are kept on a government database

What is a relational database?

- Unlike a single table database, a relational database is able to store and manipulate data across multiple tables.
- By utilizing multiple tables, a relational database reduces unnecessary duplication of data. For example, when using a large database to store customer information, including addresses, it is likely many individuals will live in the same street and share other common parts of the address. Rather than storing the same ***street name, county, state*****, etc.**, over and over, this information can be stored in a separate table. As each new customer is added to the database, only the unique ***house number*** needs to be recorded.

What is a table?

- Tables are used to store the data in a structured and organized format. As previously mentioned, tables are similar to those of Word and Excel, in that they contain rows (*records*) and columns (*fields*).

What is a record (row)?

- A record applies to data entered into a single row of a table. All data in that row would belong to an individual or item. A record would normally include a unique ID number, Name, Description, plus other relevant information. With each new record, a new row is created.

What is a field (column)?

Each column (previously known as a 'field') is used to define what specific information is to be entered into that particular column. A column titled '**Street**' for example would signify this to be the point in a record to enter in the Street name when creating each new record.

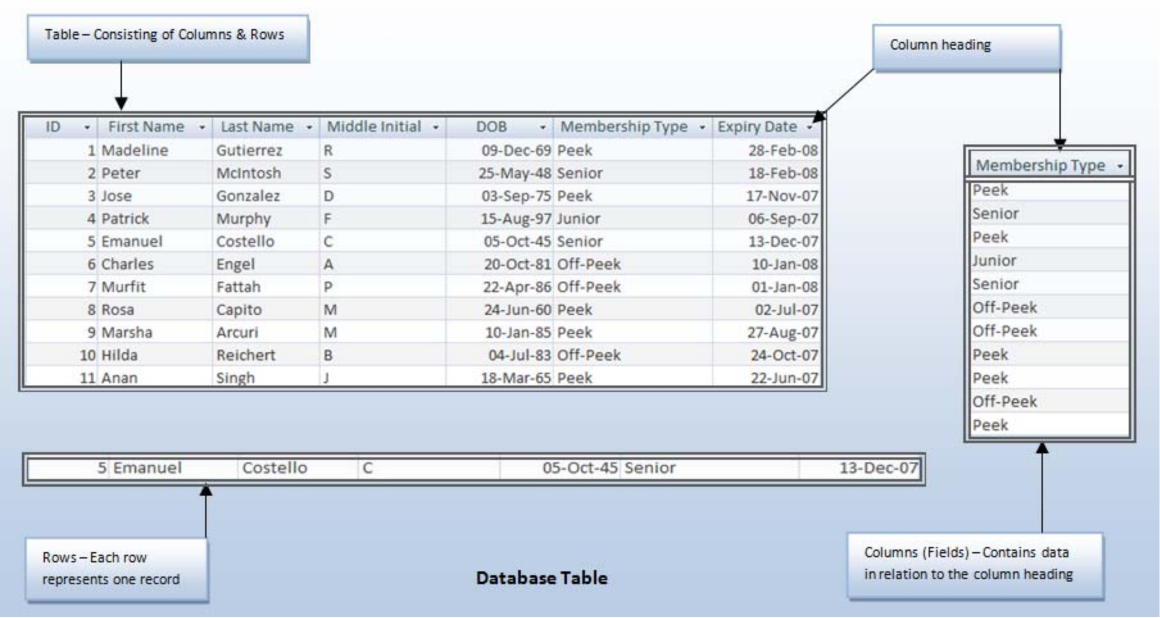


Table – Consisting of Columns & Rows

Column heading

ID	First Name	Last Name	Middle Initial	DOB	Membership Type	Expiry Date
1	Madeline	Gutierrez	R	09-Dec-69	Peek	28-Feb-08
2	Peter	McIntosh	S	25-May-48	Senior	18-Feb-08
3	Jose	Gonzalez	D	03-Sep-75	Peek	17-Nov-07
4	Patrick	Murphy	F	15-Aug-97	Junior	06-Sep-07
5	Emanuel	Costello	C	05-Oct-45	Senior	13-Dec-07
6	Charles	Engel	A	20-Oct-81	Off-Peek	10-Jan-08
7	Murfit	Fattah	P	22-Apr-86	Off-Peek	01-Jan-08
8	Rosa	Capito	M	24-Jun-60	Peek	02-Jul-07
9	Marsha	Arcuri	M	10-Jan-85	Peek	27-Aug-07
10	Hilda	Reichert	B	04-Jul-83	Off-Peek	24-Oct-07
11	Anan	Singh	J	18-Mar-65	Peek	22-Jun-07

Membership Type
Peek
Senior
Peek
Junior
Senior
Off-Peek
Off-Peek
Peek
Peek
Off-Peek
Peek

5	Emanuel	Costello	C	05-Oct-45	Senior	13-Dec-07

Rows – Each row represents one record

Database Table

Columns (Fields) – Contains data in relation to the column heading

What is data?

- Data is the information entered into tables within the database. Databases are used daily by large corporations, small businesses and individuals, often without people realizing they are using a database. Even something as simple as entering contact details into the 'Contact' or 'Address Book' section of an email program such as Microsoft Outlook / Outlook Express, involves entering *data* into a database.

- Data entered will generally be alphabetical (names / addresses) or numerical (Dates / Currency), however Access is also able to store other forms of data, such as links to websites, documents created in other packages (OLE) as well as file attachments (files & images).

- Data can be entered into the database manually, via the keyboard, imported from or linked to external sources or even collected through email.

The difference between data and information

- **Data**:
  - Facts, statistics used for reference or analysis.
  - Numbers, characters, symbols, images etc., which can be processed by a computer
  - Data must be interpreted, by a human or machine, to derive meaning

- **Information**:
  - Information is interpreted data
  - Data that has been processed to produce meaning.

Data types

- Data types define what type of data will be entered into each ‘field’ (column) in a table. If, however the data type is set to a currency or date ‘Data Type’, numeric data entered will automatically format to the appropriate currency or data/time format.

  There are a number of specific reasons for selecting the correct data types when creating Tables within a database. Setting a ‘Date’ Data Type for example will format and store all entries in the manner configured. This in turn means that queries created to locate information according to a ‘Date’ criteria will have consistent data to work with. In the same way, Numeric data must be of a numeric type, otherwise query searches, reports and calculations will fail to provide the desired information.

  NOTE: Field Properties must also be configured to format the appropriate currency symbol, date format and to limit the data entry to specific characters, symbols and spacing.

Common uses of large-scale databases

- These include:

  Airline booking systems:
  These systems maintain a database of all the seats on all the available flights, allowing passengers to be quickly booked onto fights to their destination.

Government records:
Governments all over to world rely on multiple large databases in order to function. Tax records, criminal records and social security all require sophisticated database systems.

Bank account records:
Banks require extremely reliable databases in order to keep track of all their customer account & log transactions.

Hospital patient details:
Medical records are being moved onto a database system. This system should allow your medical history to be instantly available wherever you require treatment.

Keeping data discrete

- A database can have many tables. A table should only contain records related to a particular subject. For example, you may have a table called customers containing information about your customers with a separate table called orders. You can then link the tables by creating a relationship, connecting each customer with their associated orders.

Each field should contain only one item

- Each field should contain the smallest data element. For instance, if you are storing a person's name, use one field for the first name and another field for the second name. This means that at a later date you could manipulate the data to sort by the second name. For the same reason split the details of an address into as many smaller parts as possible so that later you could search by state/region, by post code/zip code or even by country if you are maintaining an international list.

Database designers, database administrators and database users

- Different groups of people design, maintain and use large scale databases.

  Database designers:
  These are highly skilled database professionals with an in-depth knowledge of exactly how the database works, including its overall function and details of the programming.

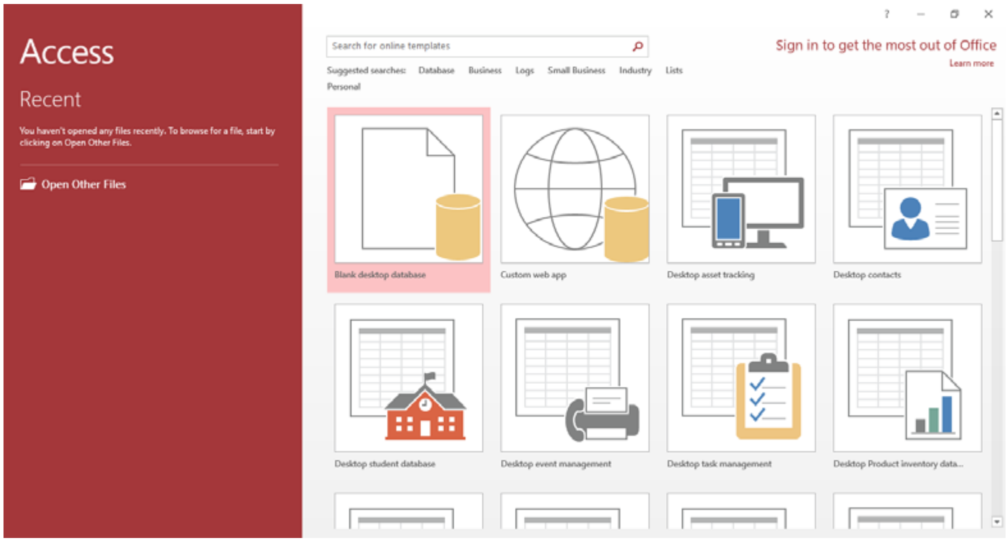
  Database administrators:
  This group administer the day to day operation of the database and make sure that the data is kept secure. They provide technical backup to users of the database. They provide access to specific data for appropriate users. In the event of a computer crash the database administrator will be responsible for restoring normal computer operations.

Database Users:
The users are responsible for routine, day to day data entry, data maintenance and information retrieval.

Opening a Database & Security Issues

Opening a database within your samples folder

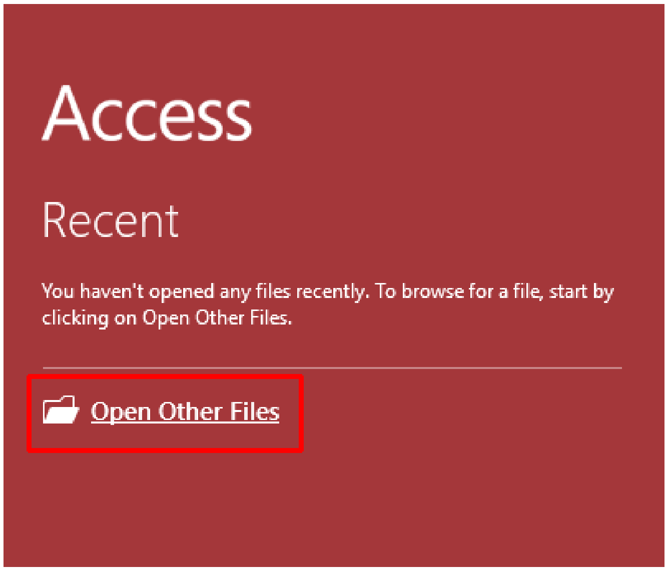
- The sample files for this course are stored in a folder called **Access 2016 Foundation**, which in turn is stored under the **Documents** folder. You will now open a database file called **First Look**.
- Start the Microsoft Access 2016 program. The opening screen will look like this.



You haven't opened any files recently. To browse for a file, start by clicking on Open Other Files.

Access
Recent
Open Other Files
Search for online templates
Sign in to get the most out of Office
Learn more
Suggested searches: Database Business Logs Small Business Industry Lists
Personal
Blank desktop database
Custom web app
Desktop asset tracking
Desktop contacts
Desktop student database
Desktop event management
Desktop task management
Desktop Product inventory data...

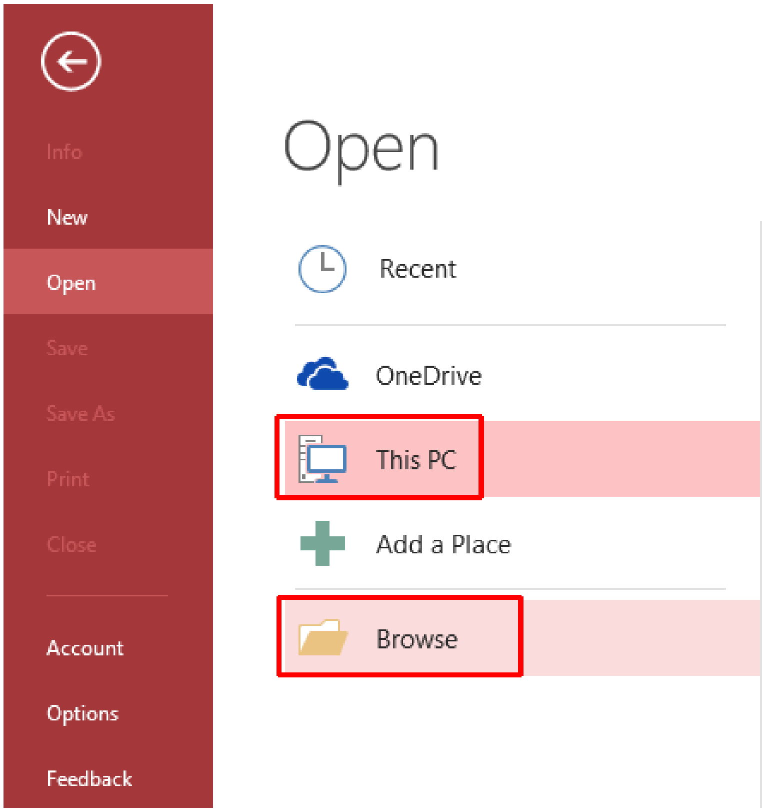
- Click on the **Open Other Files** link.



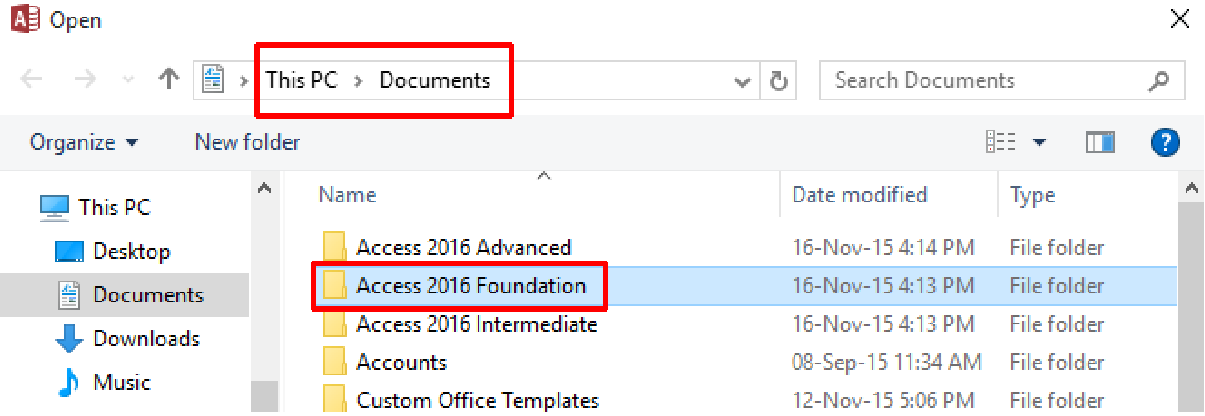
You haven't opened any files recently. To browse for a file, start by clicking on Open Other Files.

Access
Recent
Open Other Files

- This will display the **Open** screen. Click on **This PC** and then click on the **Browse** button.

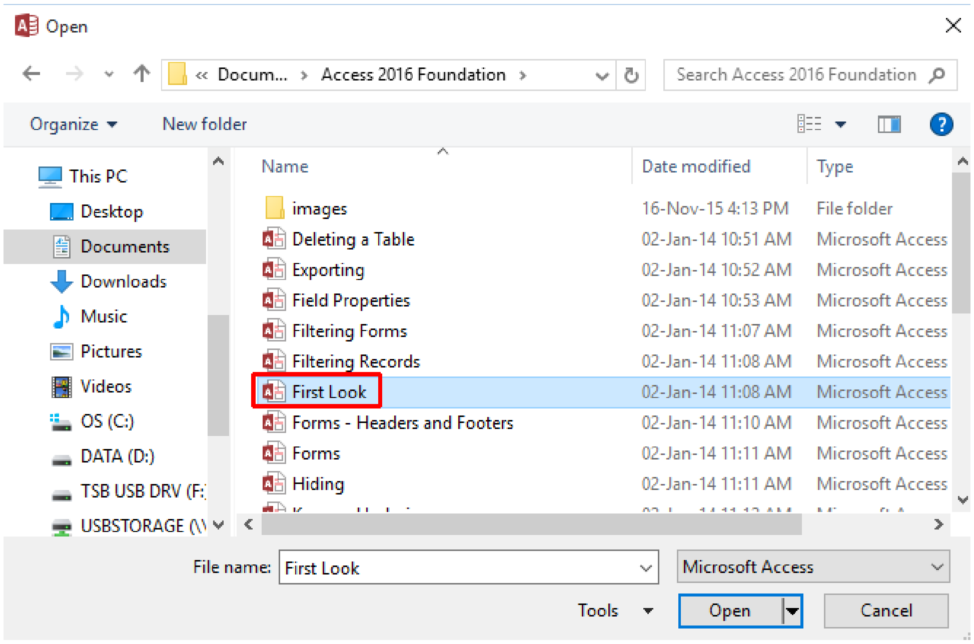

Info
New
Open
Save
Save As
Print
Close
Account
Options
Feedback
Open
Recent
OneDrive
This PC
Add a Place
Browse

- This will display the **Open** dialog box. You should see a folder called **Access 2016 Foundation** folder (located under the **My Documents** folder).


Open
This PC › Documents
Search Documents
Organize
New folder
This PC
Desktop
Documents
Downloads
Music

Name	Date modified	Type
Access 2016 Advanced	16-Nov-15 4:14 PM	File folder
Access 2016 Foundation	16-Nov-15 4:13 PM	File folder
Access 2016 Intermediate	16-Nov-15 4:13 PM	File folder
Accounts	08-Sep-15 11:34 AM	File folder
Custom Office Templates	12-Nov-15 5:06 PM	File folder

- Double click on the **Access 2016 Foundation** folder to view the contents of that folder.

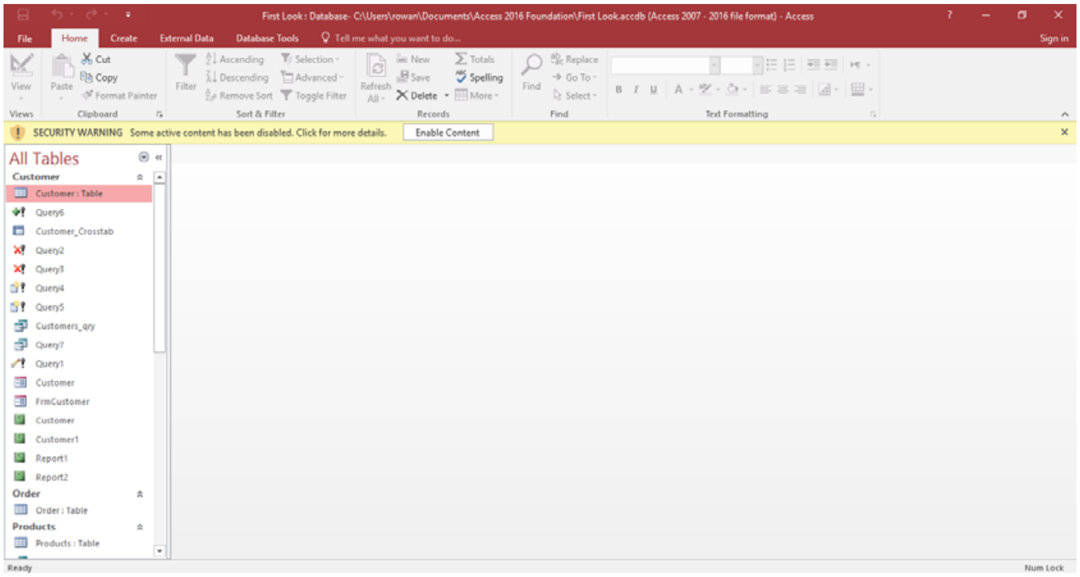

Open
« Docum... › Access 2016 Foundation ›
Search Access 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
Tools
Open
Cancel

Name	Date modified	Type
images	16-Nov-15 4:13 PM	File folder
Deleting a Table	02-Jan-14 10:51 AM	Microsoft Access
Exporting	02-Jan-14 10:52 AM	Microsoft Access
Field Properties	02-Jan-14 10:53 AM	Microsoft Access
Filtering Forms	02-Jan-14 11:07 AM	Microsoft Access
Filtering Records	02-Jan-14 11:08 AM	Microsoft Access
First Look	02-Jan-14 11:08 AM	Microsoft Access
Forms - Headers and Footers	02-Jan-14 11:10 AM	Microsoft Access
Forms	02-Jan-14 11:11 AM	Microsoft Access
Hiding	02-Jan-14 11:11 AM	Microsoft Access

File name: First Look

Microsoft Access

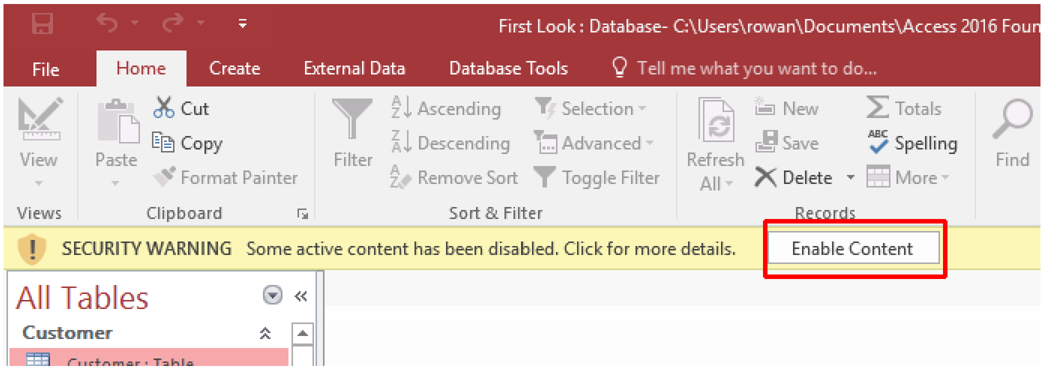
- Double click on the file called **First Look** to open the database file within the Access program. You will see the database displayed.


File
Home
Create
External Data
Database Tools
Tell me what you want to do...
Sign in
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
Enable Content
All Tables
Customer
Customer : Table
Query6
Customer_Crosstab
Query2
Query3
Query4
Query5
Customers_qry
Query7
Query1
Customer
FrmCustomer
Customer
Customer1
Report1
Report2
Order
Order : Table
Products
Products : Table
Ready
Num Lock

First Look : Database- C:\Users\rowan\Documents\Access 2016 Foundation\First Look.accdb (Access 2007 - 2016 file format) - Access

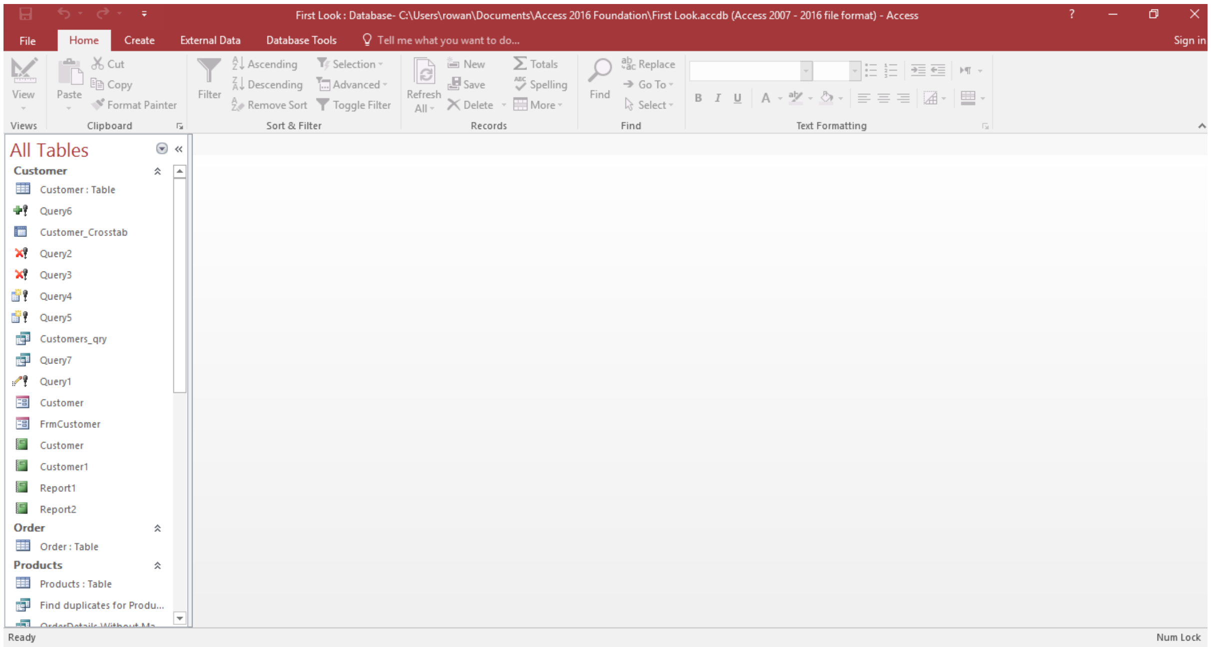
SECURITY WARNING Some active content has been disabled. Click for more details.

- You may see a warning displayed under the ribbon.


First Look : Database- C:\Users\rowan\Documents\Access 2016 Foun
File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Views
Clipboard
Sort & Filter
Records
Enable Content
All Tables
Customer
Customer : Table

SECURITY WARNING Some active content has been disabled. Click for more details.

- If you see this message, do not worry, we will talk more about this later, for now, when you see this message displayed, click on the **Enable Content** button. You will then see the window displayed, without the warning.


First Look : Database- C:\Users\rowan\Documents\Access 2016 Foundation\First Look.accdb (Access 2007 - 2016 file format) - Access
File
Home
Create
External Data
Database Tools
Tell me what you want to do...
Sign in
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Tables
Customer
Customer : Table
Query6
Customer_Crosstab
Query2
Query3
Query4
Query5
Customers_qry
Query7
Query1
Customer
FrmCustomer
Customer
Customer1
Report1
Report2
Order
Order : Table
Products
Products : Table
Find duplicates for Produ...
Ready
Num Lock

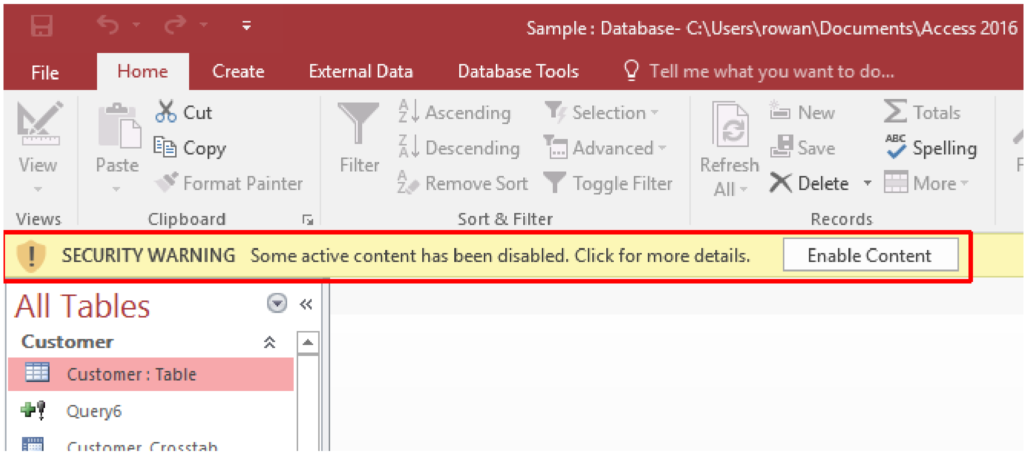
- Similar to other Microsoft Office applications, Access 2016 warns users of potential security threats when they arise and relate to macros within the application. Macros contain code written to perform a task within the application and are used widely in Excel and Word as well as Access. Because macros use code designed to allow advanced users the opportunity to create their own functions to enhance the functionality of a database, others can also write malicious code intended to have the opposite effect.

- An alternative to enabling macros every time a database is opened is to select and add a trusted folder within the Trust Centre. We shall do this in the next section.
- Close the database and close Access.

NOTE: The keyboard shortcut to close the Access program is **Alt+F4**.

Trusted Locations – Using the Trust Centre

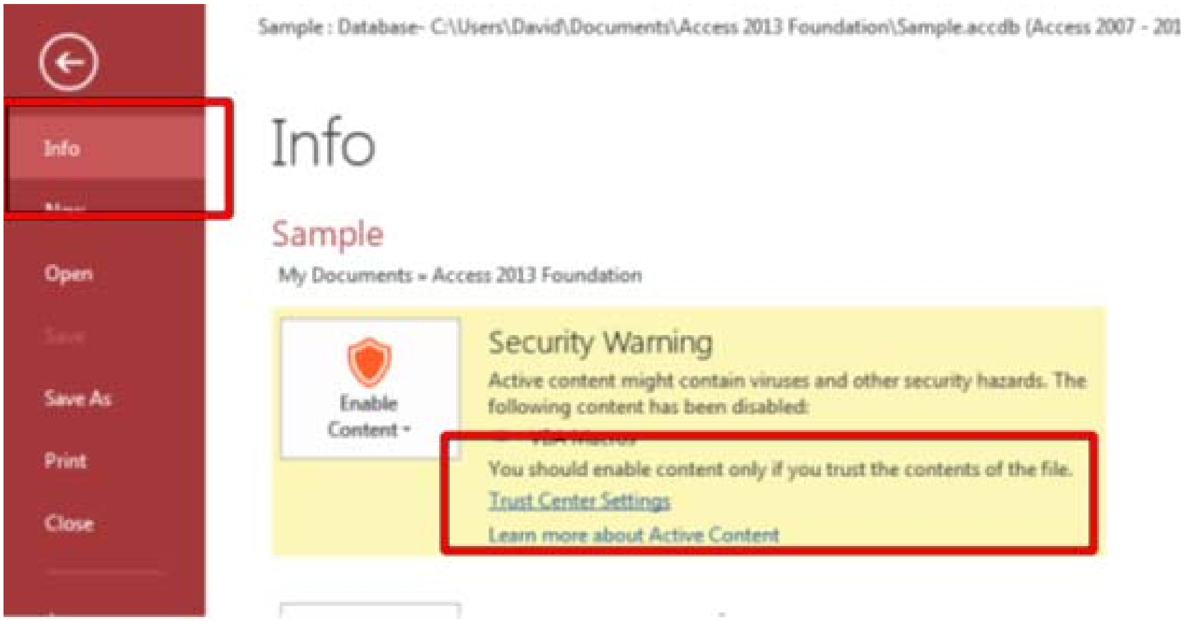
- Re-open Access and open a database file called **Sample (located within the** Access **2016 Foundation** folder). As you can see the warning message is displayed.


Sample : Database- C:\Users\rowan\Documents\Access 2016
File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Views
Clipboard
Sort & Filter
Records
Enable Content
All Tables
Customer
Customer : Table
Query6
Customer_Crosstab

SECURITY WARNING Some active content has been disabled. Click for more details.

- We will now make the **Access 2016 Foundation** folder a trusted location.

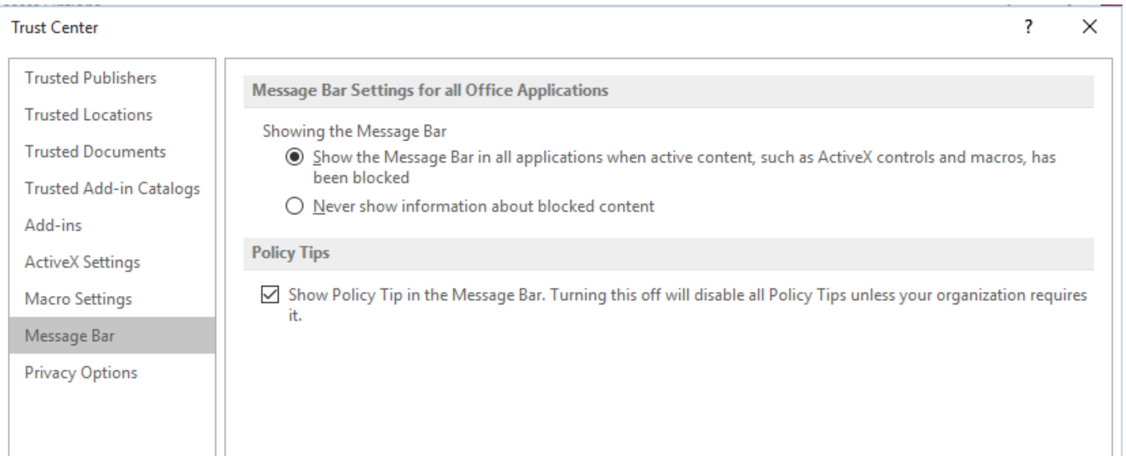
- Click on the **File** tab and then the **Info** side tab, within the side pane displayed, click on the **Trust Center Settings** link.


Sample : Database- C:\Users\David\Documents\Access 2013 Foundation\Sample.accdb (Access 2007 - 201
Info
Open
Save
Save As
Print
Close
Info
Sample
My Documents » Access 2013 Foundation
Enable Content
Security Warning
Trust Center Settings
Learn more about Active Content

Active content might contain viruses and other security hazards. The following content has been disabled:

You should enable content only if you trust the contents of the file.

- The **Trust Center** window will be displayed.


Trust Center
?
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Message Bar
Privacy Options

Message Bar Settings for all Office Applications

Showing the Message Bar

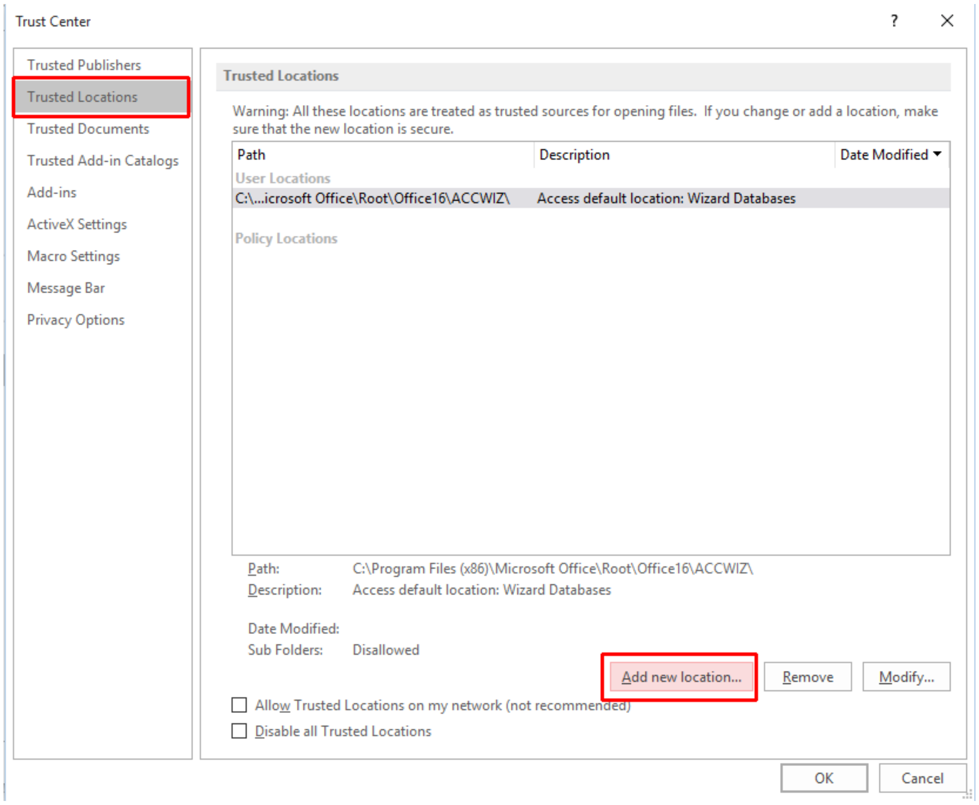
● Show the Message Bar in all applications when active content, such as ActiveX controls and macros, has been blocked

○ Never show information about blocked content

Policy Tips

☑ Show Policy Tip in the Message Bar. Turning this off will disable all Policy Tips unless your organization requires it.

- Select the **Trusted Locations** button from the left pane of the window.


Trust Center
?
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Message Bar
Privacy Options
Add new location...
Remove
Modify...
OK
Cancel

Trusted Locations

Warning: All these locations are treated as trusted sources for opening files. If you change or add a location, make sure that the new location is secure.

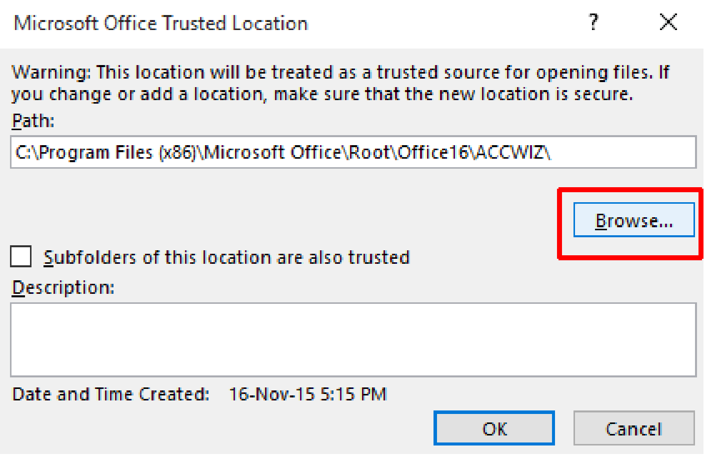
Path	Description	Date Modified
User Locations		
C:\...icrosoft Office\Root\Office16\ACCWIZ\	Access default location: Wizard Databases	
Policy Locations		

Path: C:\Program Files (x86)\Microsoft Office\Root\Office16\ACCWIZ\
Description: Access default location: Wizard Databases

Date Modified:
Sub Folders: Disallowed

☐ Allow Trusted Locations on my network (not recommended)
☐ Disable all Trusted Locations

- Click on the **Add new location** button. You will see a dialog box displayed.


Microsoft Office Trusted Location

Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure.

Path: C:\Program Files (x86)\Microsoft Office\Root\Office16\ACCWIZ\

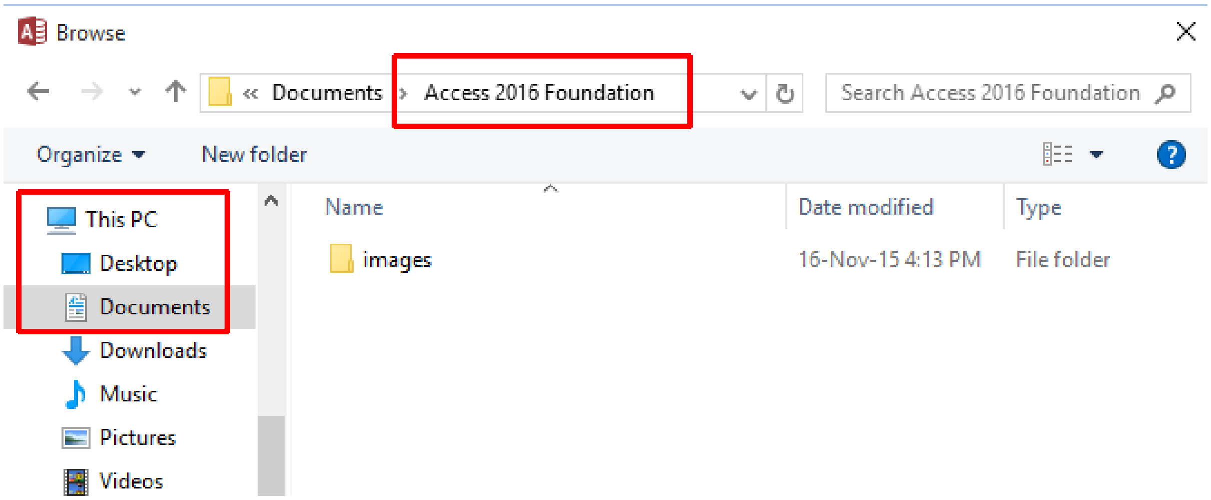
☐ Subfolders of this location are also trusted

Description:

Date and Time Created: 16-Nov-15 5:15 PM

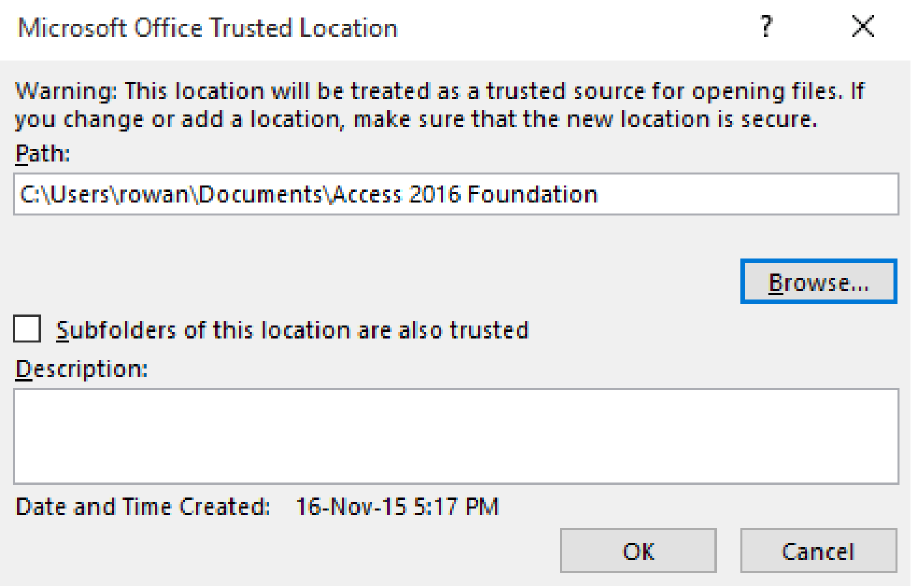
Browse...
OK
Cancel

- Click on the **Browse** button and you will see a dialog box displayed. Navigate to the **Access 2016 Foundation** folder (located under the **My Documents** folder).


Browse
« Documents › Access 2016 Foundation
Search Access 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Name
Date modified
Type

Name	Date modified	Type
images	16-Nov-15 4:13 PM	File folder

- Click on the **OK** button and you will see the following.


Microsoft Office Trusted Location
?
Browse...
OK
Cancel

Warning: This location will be treated as a trusted source for opening files. If you change or add a location, make sure that the new location is secure.

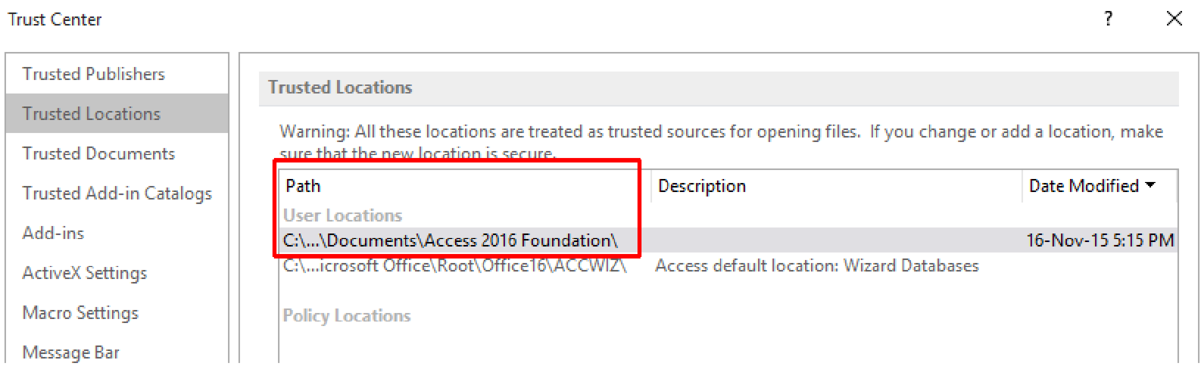
Path: C:\Users\rowan\Documents\Access 2016 Foundation

☐ Subfolders of this location are also trusted

Description:

Date and Time Created: 16-Nov-15 5:17 PM

- Click on the **OK** button and the **Access 2016 Foundation folder** will now be permanently trusted.


Trust Center
?
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Message Bar
Trusted Locations

Warning: All these locations are treated as trusted sources for opening files. If you change or add a location, make sure that the new location is secure.

Path	Description	Date Modified
User Locations		
C:\...\Documents\Access 2016 Foundation\		16-Nov-15 5:15 PM
C:\...icrosoft Office\Root\Office16\ACCWIZ\	Access default location: Wizard Databases	
Policy Locations		

- Click on the **OK** button on any remaining dialog boxes to close them.

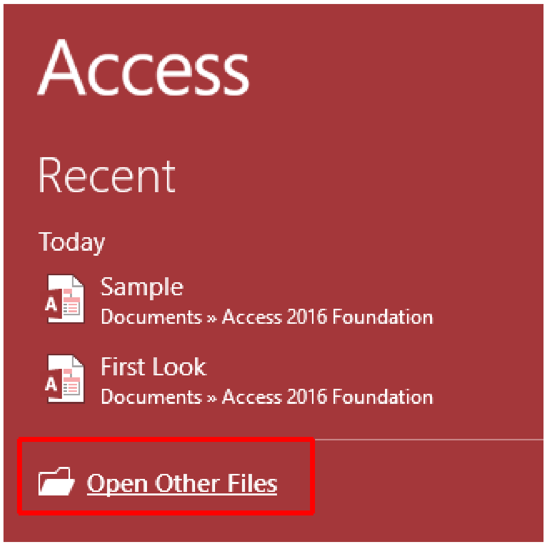
- Close the Access program and then reopen it.
- Reopen the **Sample** database. You should no longer see the warning displayed.

  NOTE: If other database files are stored in different folders, these will need to be added to Trusted Locations. Alternatively, it may be worth considering centralizing database files.

- Close the Access program.

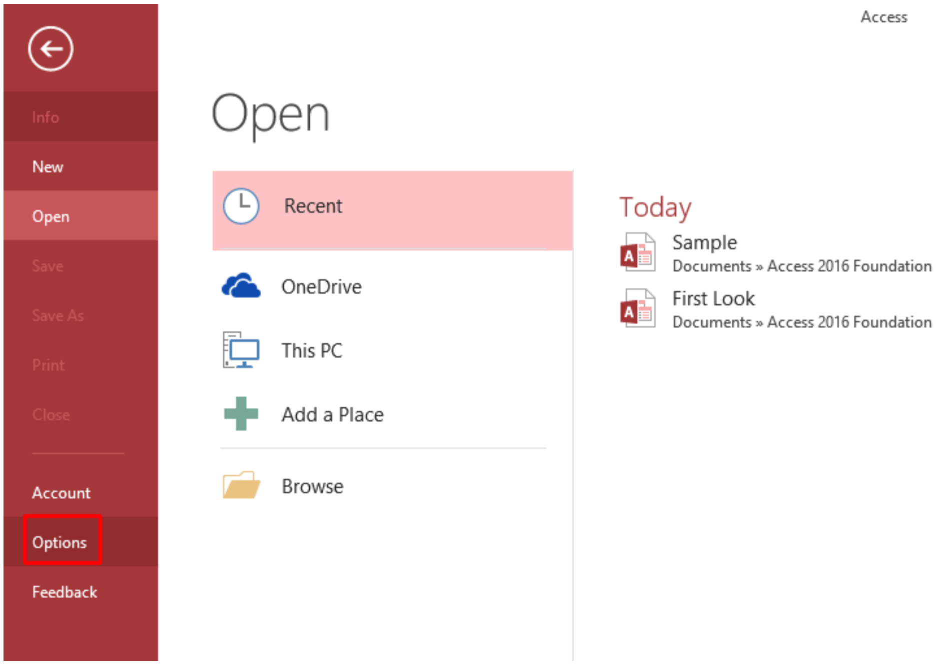
Setting the default Access folder

- We can set a default folder for opening files within Access. This means that when you display the **Open** dialog box, it always displays files in the folder that you set as default.
- Re-open the Access program.
- Click on the **Open Other files** button.



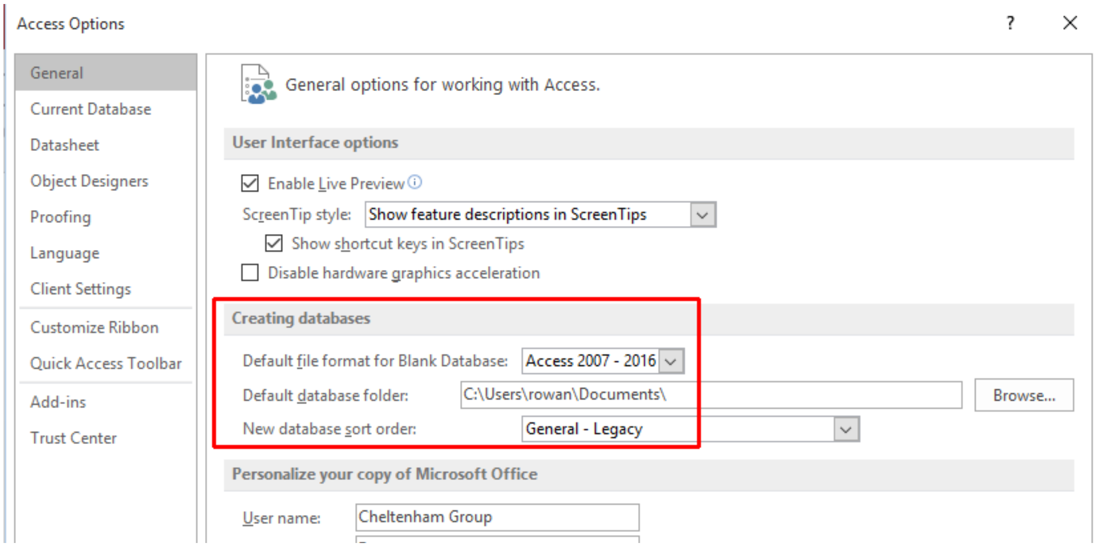
Access
Recent
Today
Sample
Documents » Access 2016 Foundation
First Look
Documents » Access 2016 Foundation
Open Other Files

- Click on the **Options** button (displayed towards the bottom of the list).



Access
Info
New
Open
Save
Save As
Print
Close
Account
Options
Feedback
Open
Recent
OneDrive
This PC
Add a Place
Browse
Today
Sample
Documents » Access 2016 Foundation
First Look
Documents » Access 2016 Foundation

- This will display the **Access Options** dialog box.


Access Options
?
General
Current Database
Datasheet
Object Designers
Proofing
Language
Client Settings
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Browse...

General options for working with Access.

User Interface options

☑ Enable Live Preview

ScreenTip style: Show feature descriptions in ScreenTips

☑ Show shortcut keys in ScreenTips

☐ Disable hardware graphics acceleration

Creating databases

Default file format for Blank Database: Access 2007 - 2016

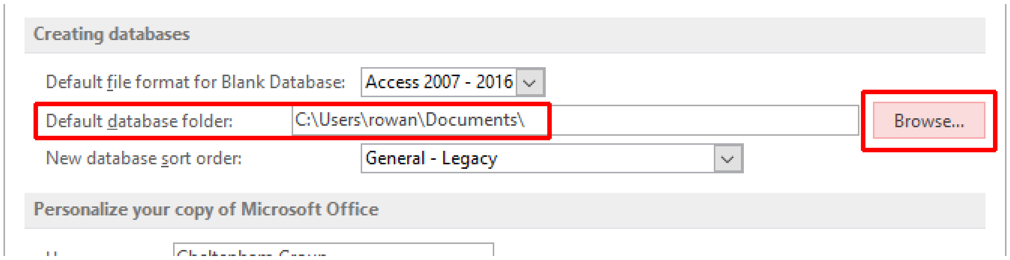
Default database folder: C:\Users\rowan\Documents\

New database sort order: General - Legacy

Personalize your copy of Microsoft Office

User name: Cheltenham Group

- Within the **Creating databases** section of the dialog box, click on the **Browse** button to the right of the **Default database folder**.



Creating databases

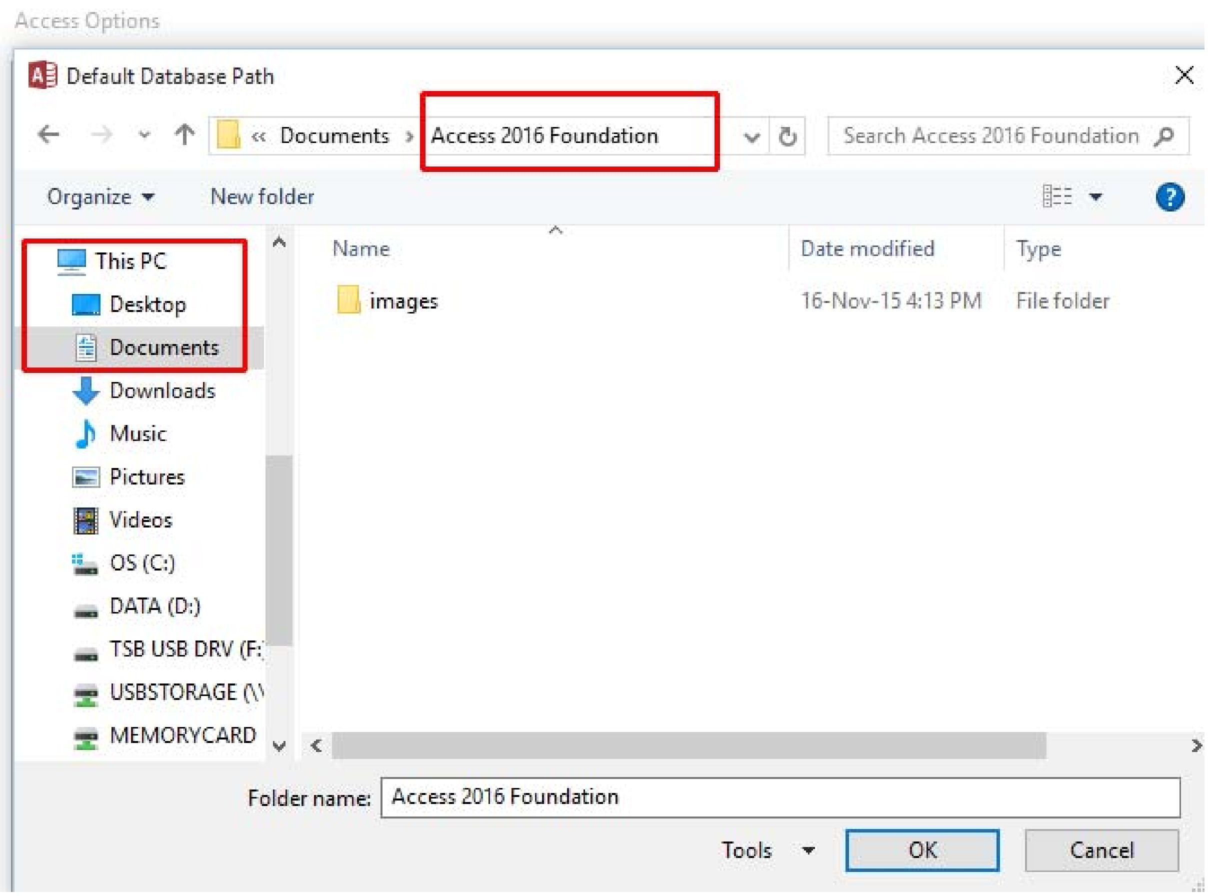
Default file format for Blank Database: Access 2007 - 2016

Default database folder: C:\Users\rowan\Documents\

New database sort order: General - Legacy

Personalize your copy of Microsoft Office

- This will display a dialog box. Navigate to the **Access 2016 Foundation** folder (located under the **My Documents** folder).


Access Options
Default Database Path
« Documents › Access 2016 Foundation
Search Access 2016 Foundation
Organize ▾
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
MEMORYCARD
Name
Date modified
Type
images
16-Nov-15 4:13 PM
File folder
Tools ▾
OK
Cancel

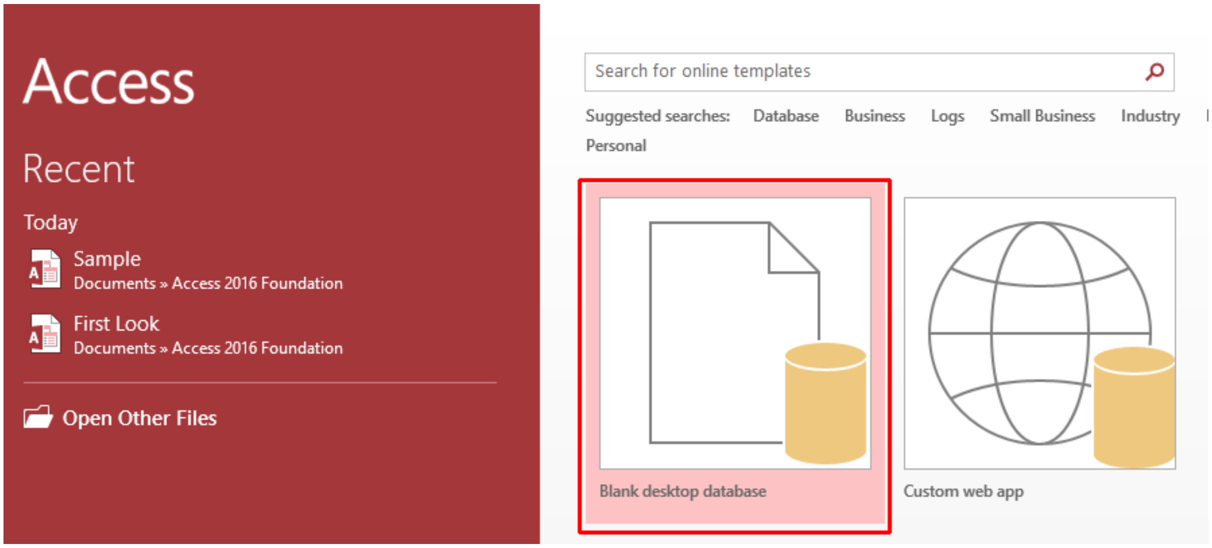
Folder name: Access 2016 Foundation

- Click on the **OK** button to close the dialog box and also close any open dialog boxes.
- Close Access.

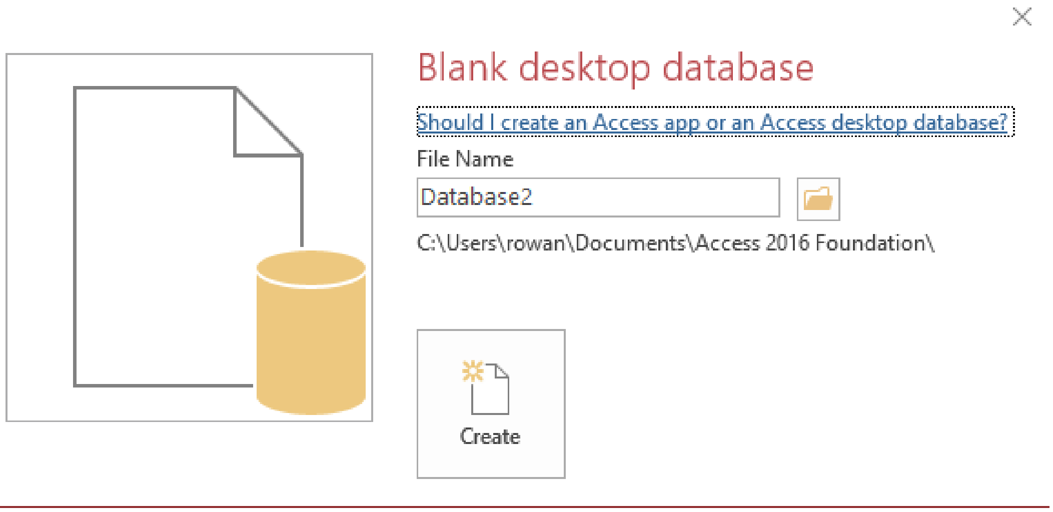
Access 2016 Tables, Fields and Field Types

Creating a new blank database

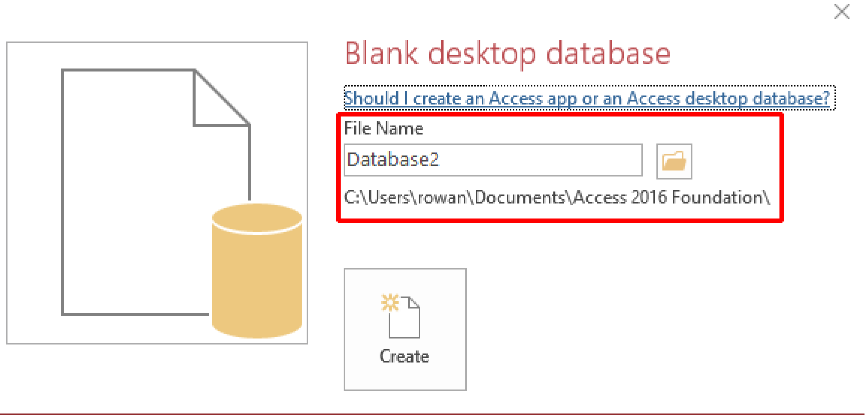
- Start Access and your screen will look like this.


Access
Recent
Today
Sample
Documents » Access 2016 Foundation
First Look
Documents » Access 2016 Foundation
Open Other Files
Search for online templates
Suggested searches: Database Business Logs Small Business Industry
Personal
Blank desktop database
Custom web app

- Click on the **Blank Desktop Database** thumbnail. You will see the following.

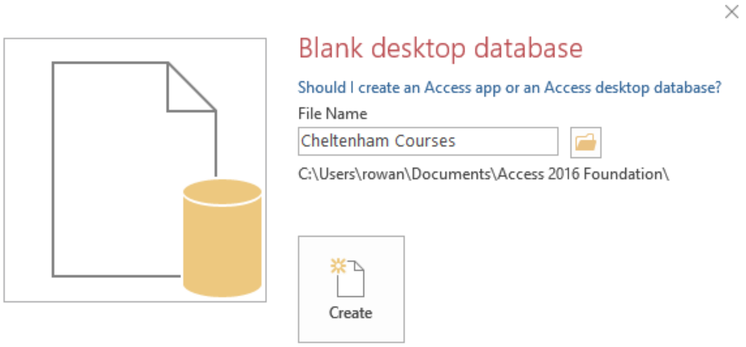

Blank desktop database
Should I create an Access app or an Access desktop database?
File Name
Database2
C:\Users\rowan\Documents\Access 2016 Foundation\
Create

- You need to give the new database a name and also set a folder location to store it in. In this case we previously set the default folder to point to our **Access 2016 Foundation** folder, and if you look carefully at the screen you will notice that this default folder has been used.

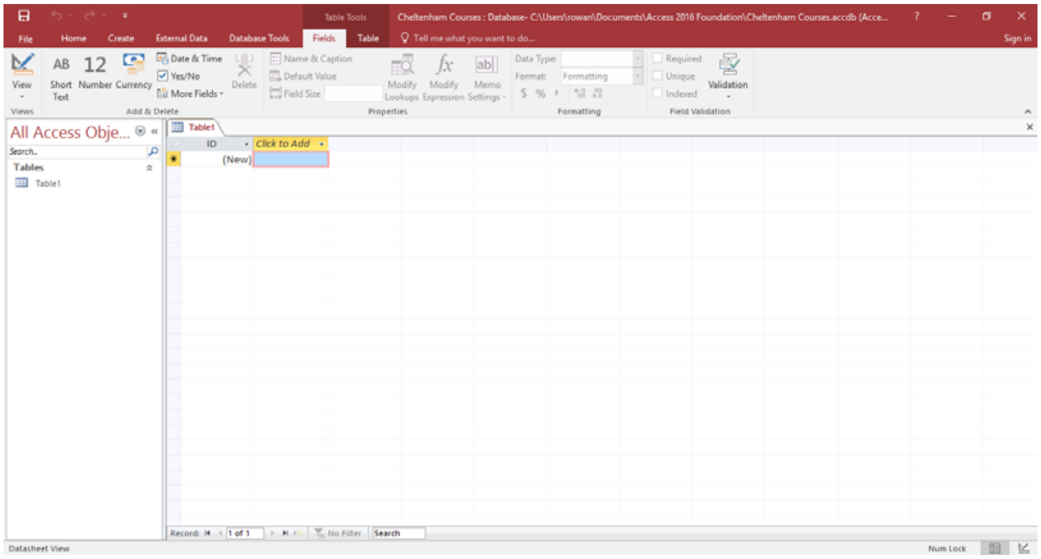

Blank desktop database
Should I create an Access app or an Access desktop database?
File Name
Database2
C:\Users\rowan\Documents\Access 2016 Foundation\
Create

NOTE: If you had wanted to create a new database in a different folder, then you would have clicked on the small folder icon to the right of the **File Name** section and navigated to the desired folder. In this case however we will be using the default folder location.

- Replace the default database file name with the name **Cheltenham Courses**.


Blank desktop database
Should I create an Access app or an Access desktop database?
File Name
Cheltenham Courses
C:\Users\rowan\Documents\Access 2016 Foundation\
Create

- Click on the **Create** button. The Access window opens and displays a new table. Until one or more tables have been created, along with fields and properties, Access can do little at this stage.



Adding fields and setting the field type

- Click on the **down arrow** in the **Click to Add** section (to the right of the **ID** field).

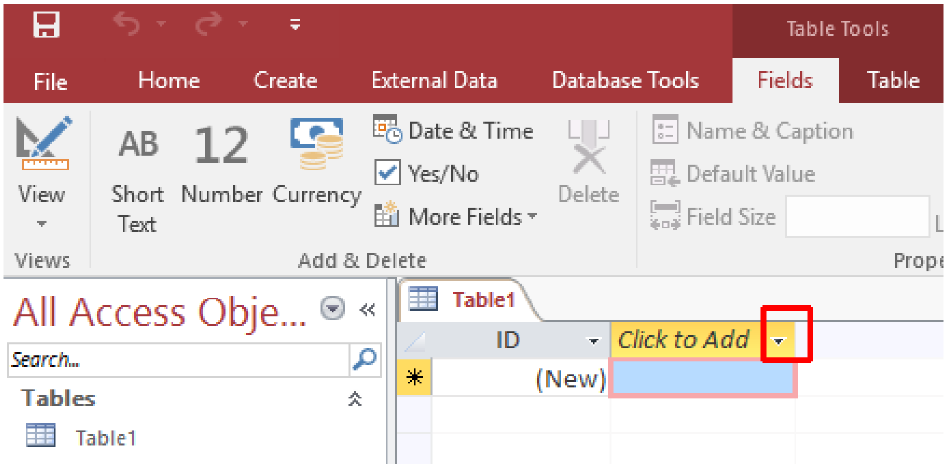


Table Tools
File
Home
Create
External Data
Database Tools
Fields
Table
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Views
Add & Delete
All Access Obje...
Search...
Tables
Table1
ID
Click to Add
(New)

- From the drop down list displayed, select **Short Text**.

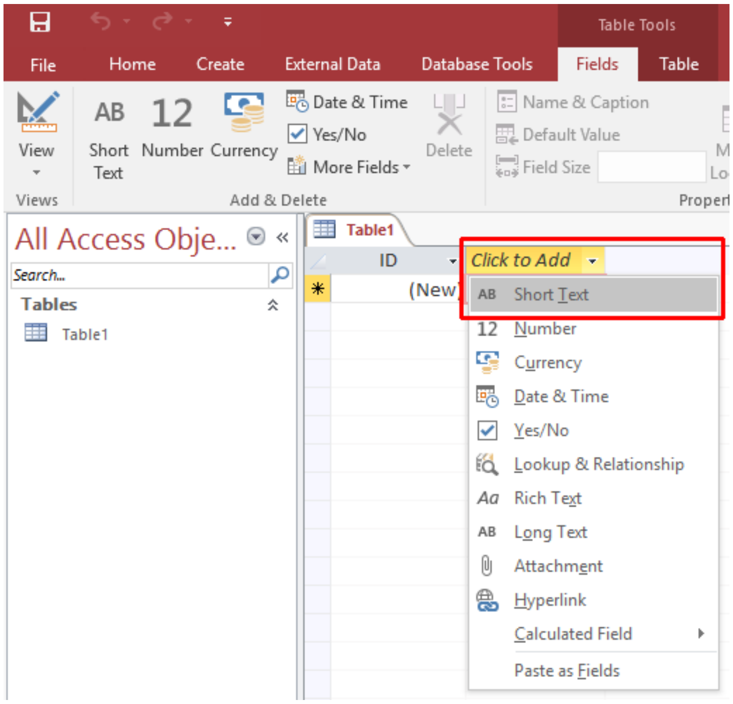


Table Tools
File
Home
Create
External Data
Database Tools
Fields
Table
View
AB Short Text
12 Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Views
Add & Delete
Propert
All Access Obje...
Search...
Tables
Table1
ID
(New)
Click to Add
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Type in the words **Course Name** and the screen will look like this.

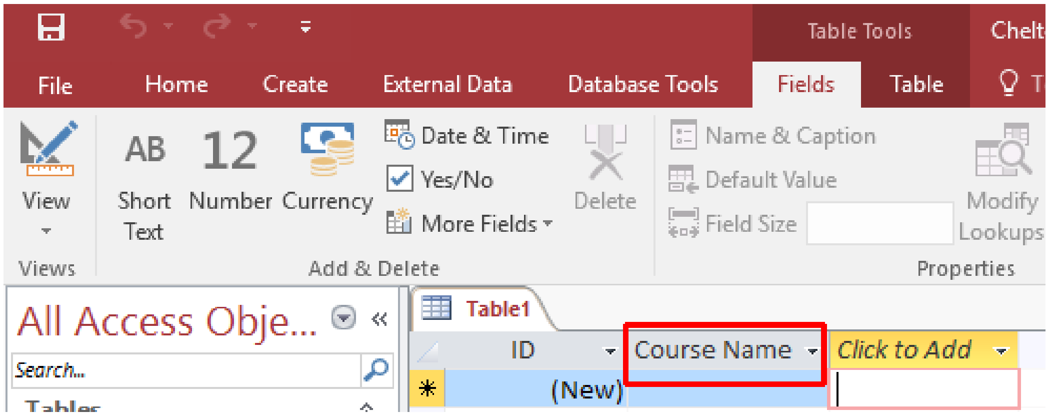


Table Tools
Chelt
File
Home
Create
External Data
Database Tools
Fields
Table
View
AB Short Text
12 Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Views
Add & Delete
Properties
All Access Obje...
Search...
Table1
ID
Course Name
Click to Add
(New)

- Press the **Enter** key. The pointer moves to the right, to the next cell ready to accept another field name input.

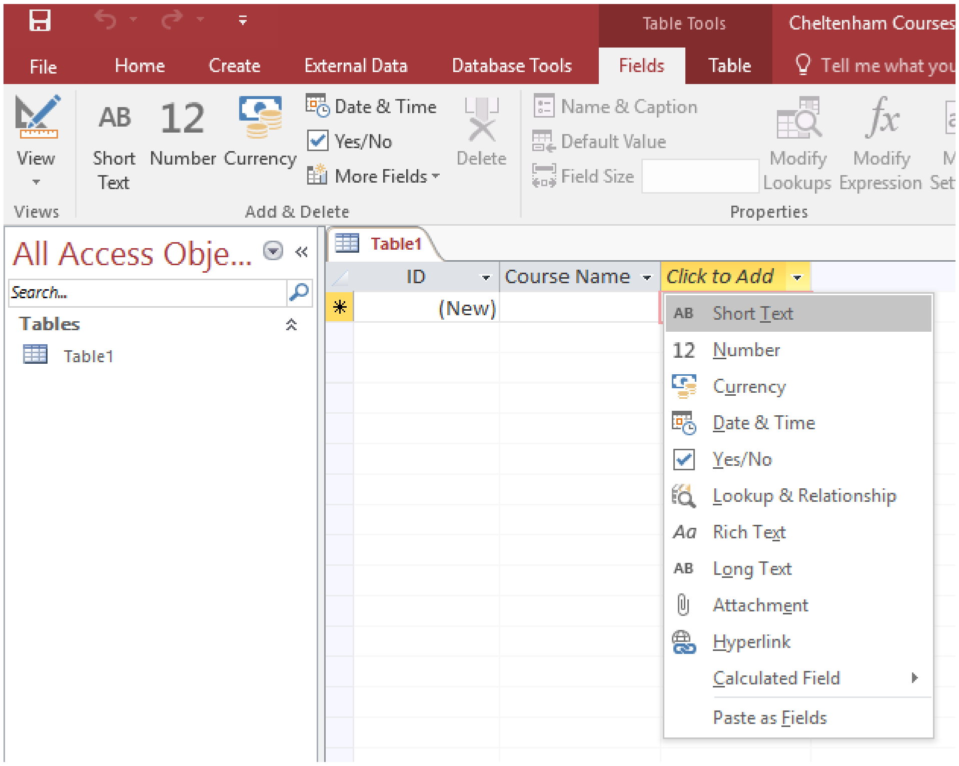


Table Tools
Cheltenham Courses
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Views
Add & Delete
Properties
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Click to Add
(New)
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Use the same technique to enter the words **Course Description** in the next cell along, as illustrated. Press the **Enter** key.

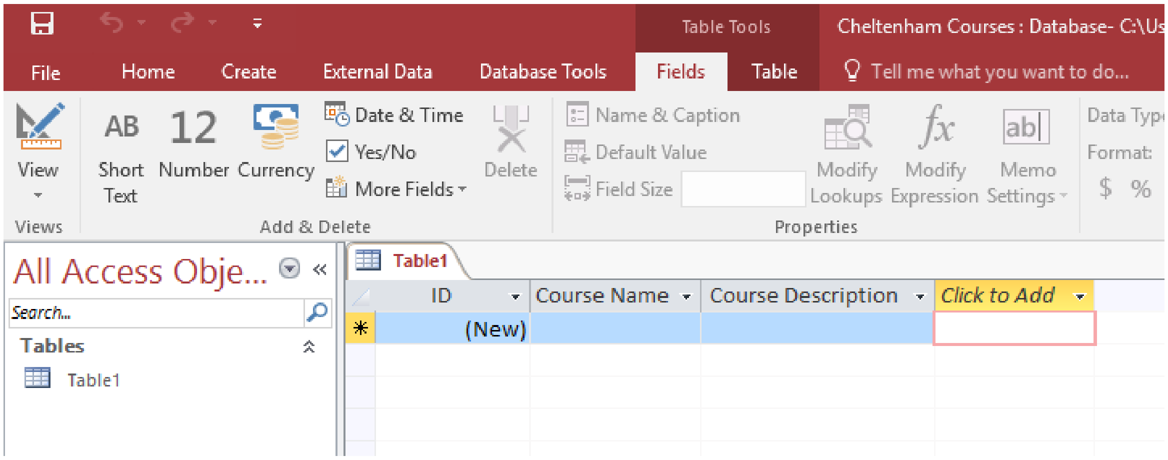


Table Tools
Cheltenham Courses : Database- C:\Us
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Typ
Format:
$ %
Views
Add & Delete
Properties
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Click to Add
(New)

- Click on the **down arrow** (next to the **Click to Add** section). This time from the drop down list displayed, select **Currency**.

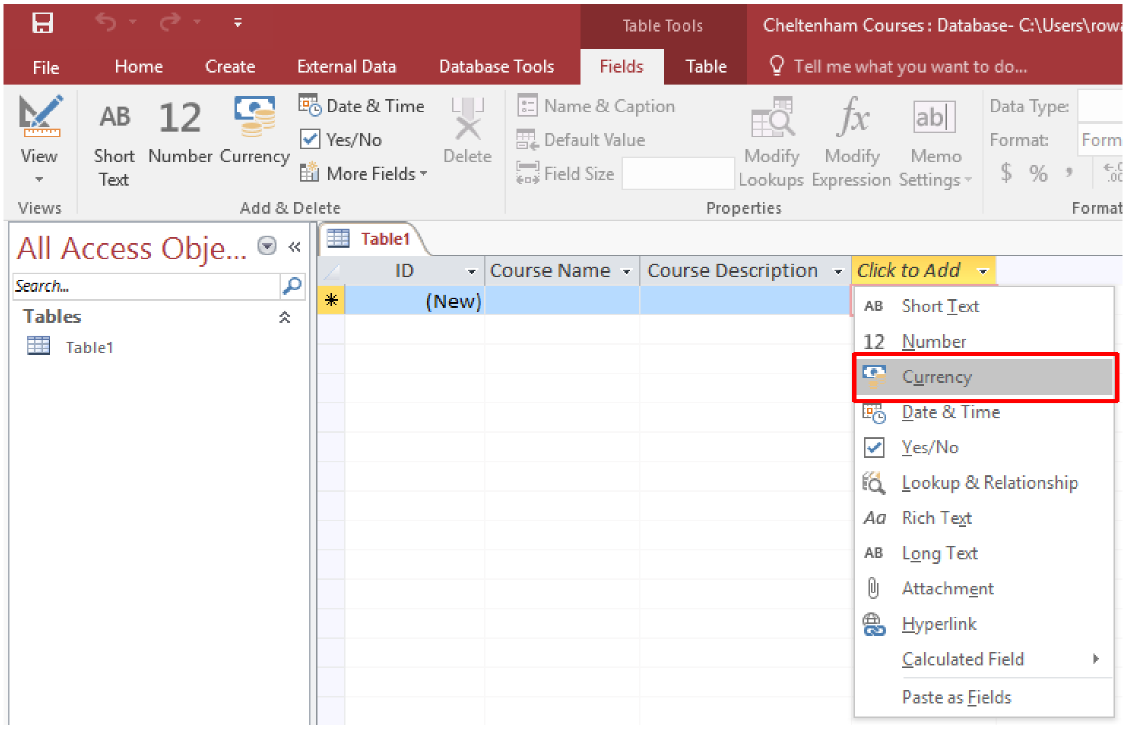


Table Tools
Cheltenham Courses : Database- C:\Users\row
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Format:
Views
Add & Delete
Properties
Format
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Click to Add
(New)
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Type in the word **Price** and press the **Enter** key.

- Click on the **down arrow** (next to the **Click to Add** section). This time from the drop down list displayed, select **Number**.

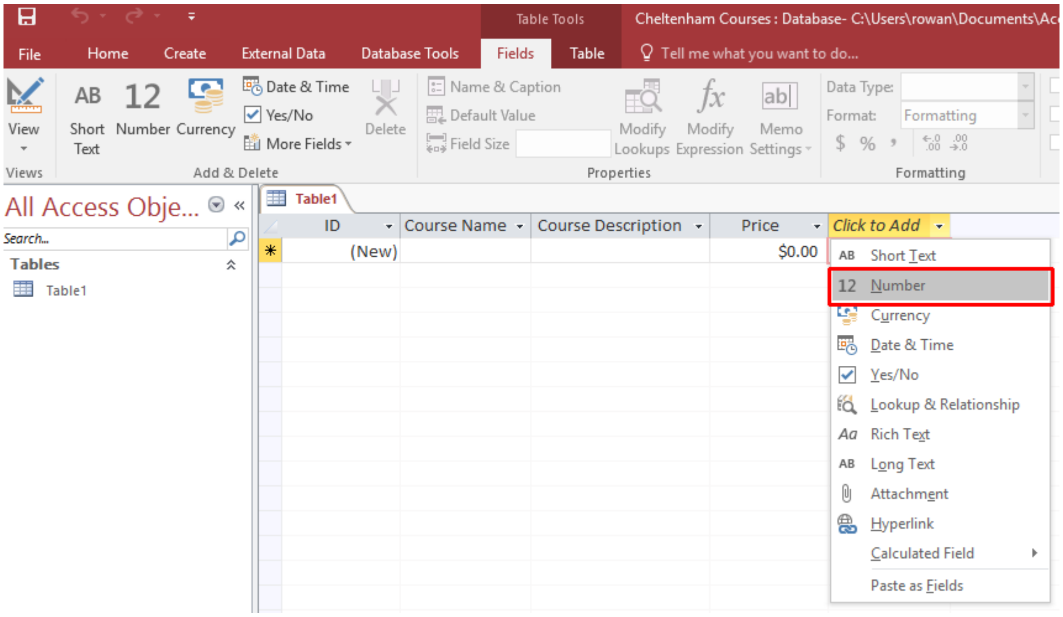


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Ac
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Format:
Formatting
Views
Add & Delete
Properties
Formatting
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Price
Click to Add
(New)
$0.00
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Type in the words **Places Left** and press the **Enter** key.

- Click on the **down arrow** (next to the **Click to Add** section). This time from the drop down list displayed, select **Date & Time**.

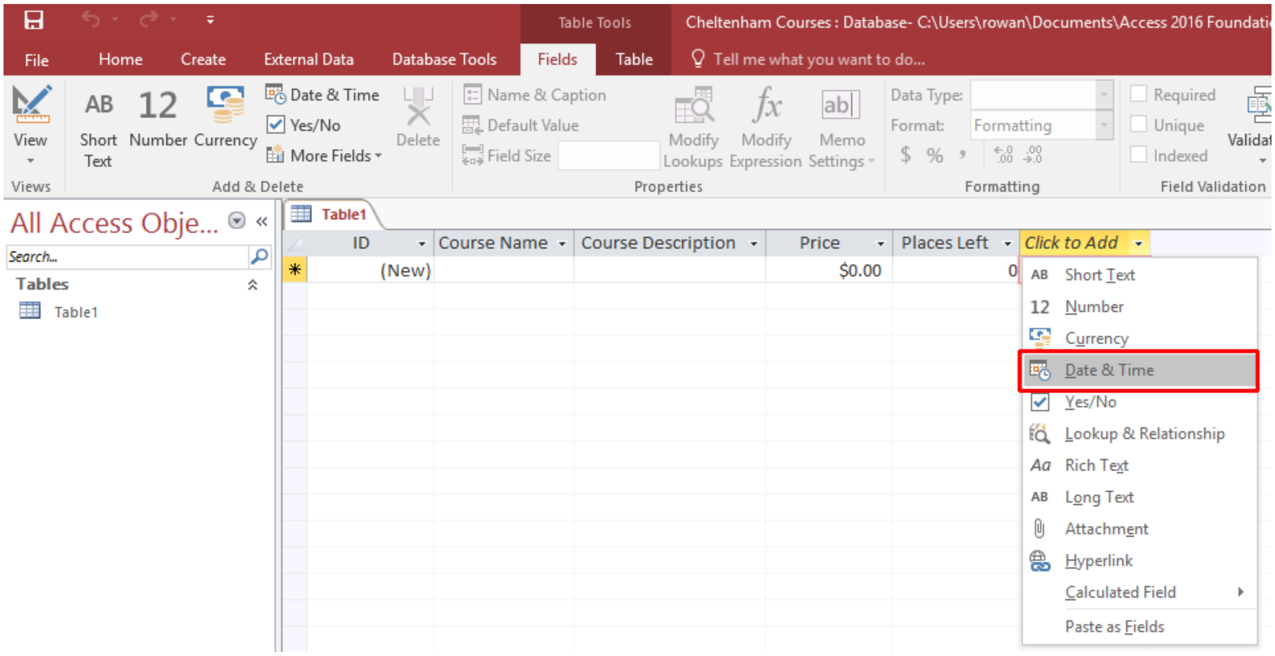


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundati
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Format:
Formatting
Required
Unique
Indexed
Validat
Views
Add & Delete
Properties
Formatting
Field Validation
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Price
Places Left
Click to Add
(New)
$0.00
0
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Type in the words **Course Date** and press the **Enter** key.

- Click on the **down arrow** (next to the **Click to Add** section). This time from the drop down list displayed, select **Number**.

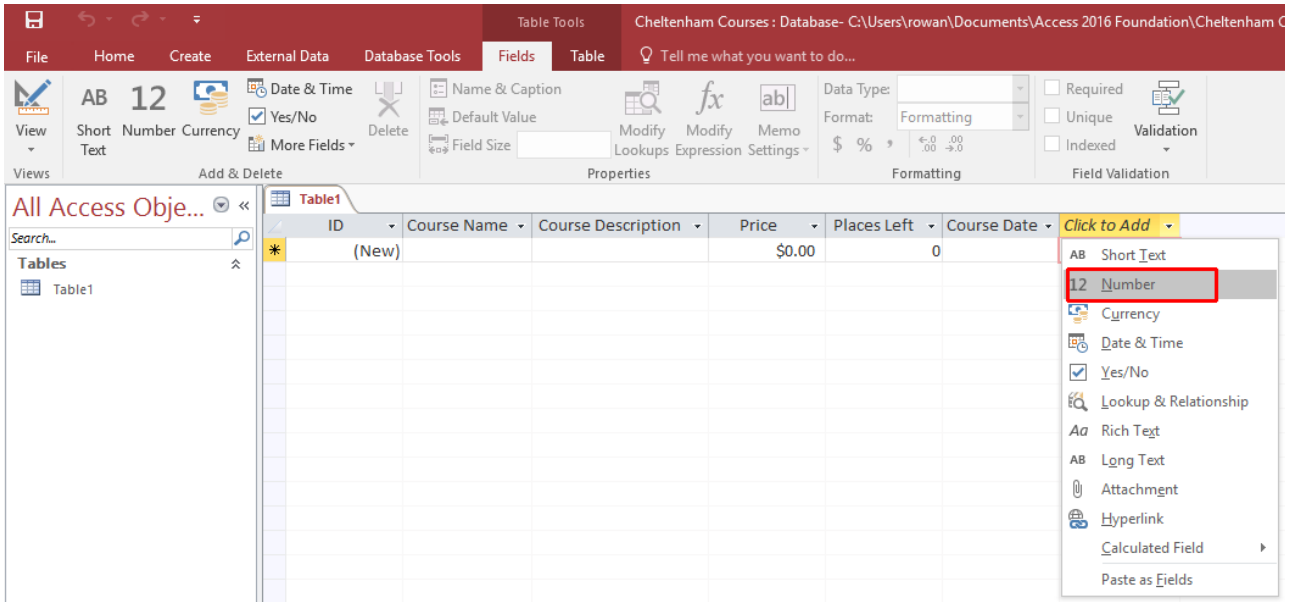


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham C
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Format:
Formatting
Required
Unique
Indexed
Validation
Views
Add & Delete
Properties
Formatting
Field Validation
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Price
Places Left
Course Date
Click to Add
(New)
$0.00
0
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Type in the word **Duration (days)** and press the **Enter** key.

- Click on the **down arrow** (next to the **Click to Add** section). This time from the drop down list displayed, select **Attachment**.

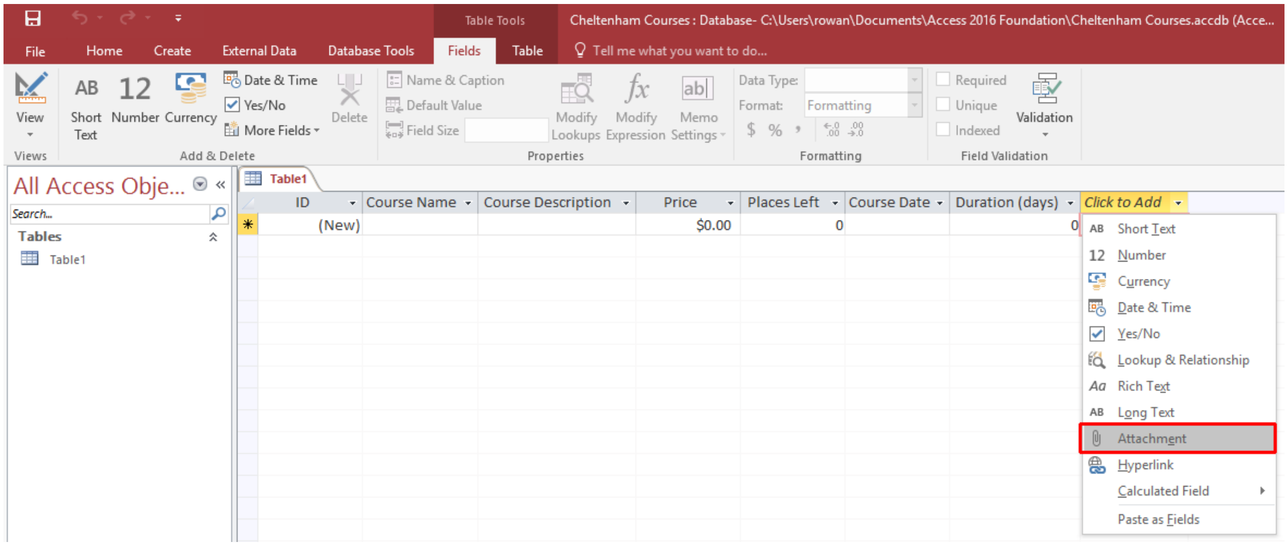


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Acce...
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Format:
Formatting
Required
Unique
Indexed
Validation
Views
Add & Delete
Properties
Formatting
Field Validation
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Price
Places Left
Course Date
Duration (days)
Click to Add
(New)
$0.00
0
0
Short Text
Number
Currency
Date & Time
Yes/No
Lookup & Relationship
Rich Text
Long Text
Attachment
Hyperlink
Calculated Field
Paste as Fields

- Your field information will now look like this.

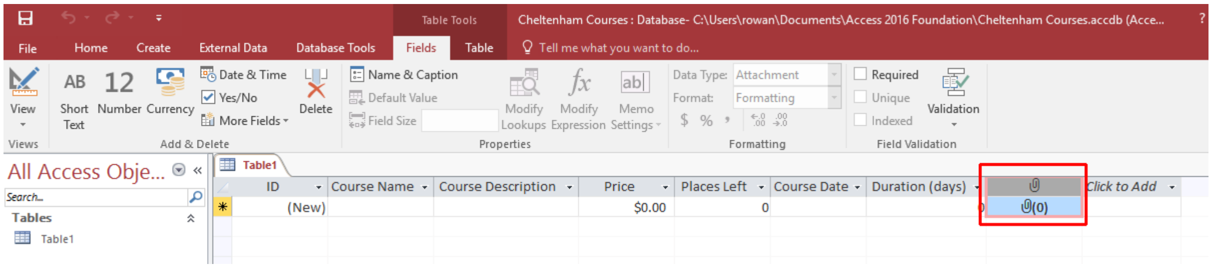


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Acce...
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Short Text
Number
Currency
Date & Time
Yes/No
More Fields
Delete
Name & Caption
Default Value
Field Size
Modify Lookups
Modify Expression
Memo Settings
Data Type:
Attachment
Format:
Formatting
Required
Unique
Indexed
Validation
Views
Add & Delete
Properties
Formatting
Field Validation
All Access Obje...
Search...
Tables
Table1
ID
Course Name
Course Description
Price
Places Left
Course Date
Duration (days)
Click to Add
(New)
$0.00
0
(0)

- So far you have opened Access, and created and saved a blank database.
- You then inserted fields into a table within your database, and you have given each field a field type.

About Access Data Types

- There are several data types to choose from and one or two, i.e. **Text** has the ability to accept and store most data input, however data output, searching, producing reports, calculating value, etc., will present a problem.

The following Data Type table provides a description of the types of data each Data Type can store, format and perform searches and calculations on.

Data Type	Description
Text	Alphanumeric characters up to 255 characters in length. Can be used for text, or text and numbers that are not used in calculations
Memo	Alphanumeric characters (maximum of 65,535 characters) and can store text with rich text formatting (.rft)
Number	Numeric values including fractional or integers. Used for numbers likely to be used in calculations but should not be used in place of the Currency Data Type
Date/Time	Dates and times values. Stores both a date component and a time component even when only displaying one or the other.
Currency	Monetary values, (with or without a currency symbol)
AutoNumber	A unique and sequential number inserted automatically each time a new record is added
Yes/No	Yes/No, True/False value (ticked is Yes, un-ticked equals No)
OLE Object	Used for storing OLE objects from other Microsoft Windows applications
Hyperlink	Used for storing hyperlinks to provide access to Web pages or files using a single-click
Attachment	Pictures, Images, Binary files, Office files. Storage size limited to 700kb
Lookup Wizard...	Starts a Lookup Wizard to create a Combo box to look up values

Closing and naming a table

- To close the table, click on the **Close Table** button, displayed towards the top-right of the screen. Take care to click on the correct close button. The top **Close** button will close the entire Access program, while the lower **Close** button will simply close the table that is open within the Access program.

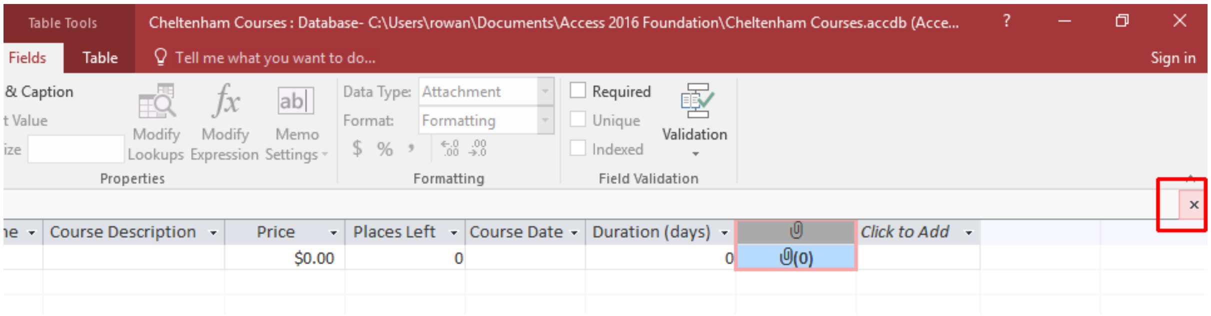
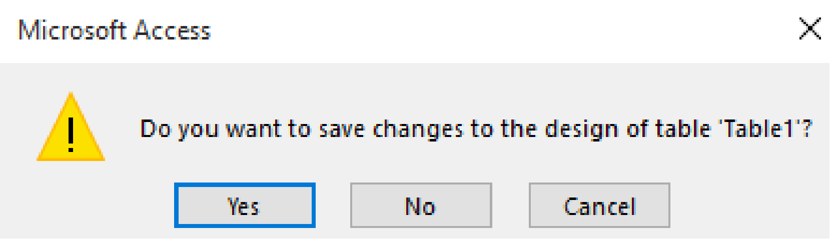


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Acce...
?
Fields
Table
Tell me what you want to do...
Sign in
& Caption
t Value
ize
Modify Lookups
Modify Expression
Memo Settings
Properties
$ %
Formatting
Required
Unique
Indexed
Validation
Field Validation
×

Data Type: Attachment
Format: Formatting

ne	Course Description	Price	Places Left	Course Date	Duration (days)	🖇	Click to Add
		$0.00	0		0	🖇(0)	

- Once you click on the lower **Close** button you will see a dialog box displayed. Notice that the Access program has called the table **Table1**.


Microsoft Access

Do you want to save changes to the design of table 'Table1'?
Yes
No
Cancel

- Click on the **Yes** button. You will see the following dialog box displayed allowing you to save the table with a friendlier name.

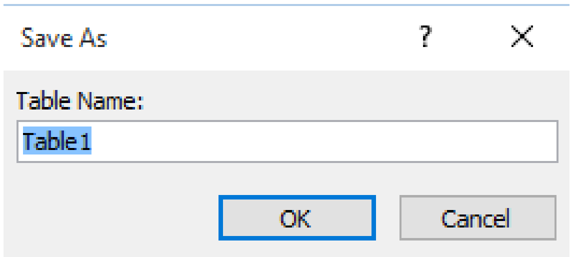

Save As

Table Name: Table1

- Type in a name for the table, such as **Next Weeks Courses**.

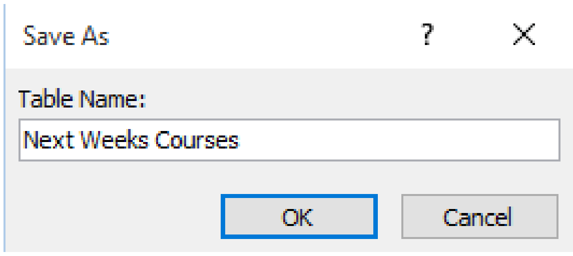
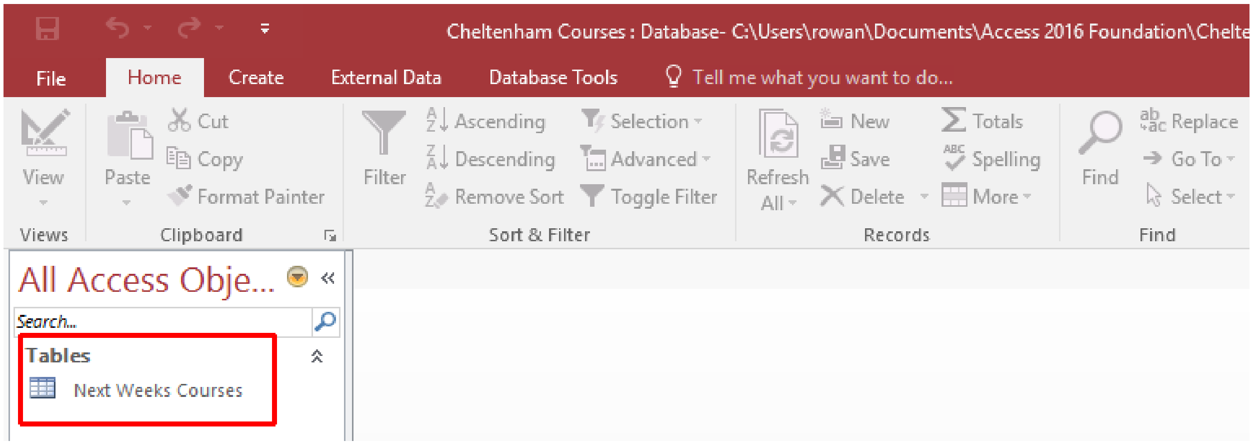
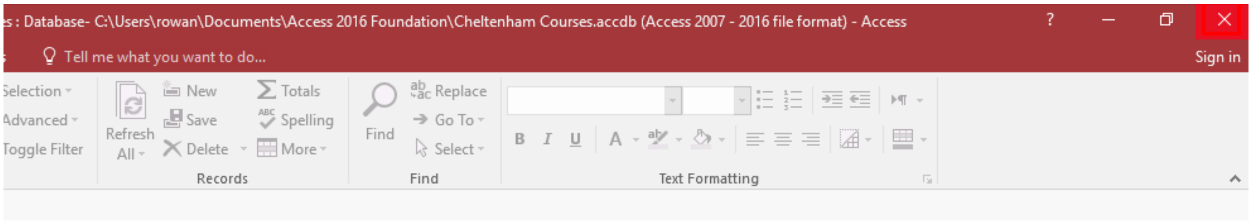

Save As

Table Name: Next Weeks Courses

- Click on the **OK** button. Your screen will now look like this. You can see the table that you created displayed within the left section of the window.


Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Chelte
File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Records
Find
Replace
Go To
Select
Find
All Access Obje...
Search...
Tables
Next Weeks Courses

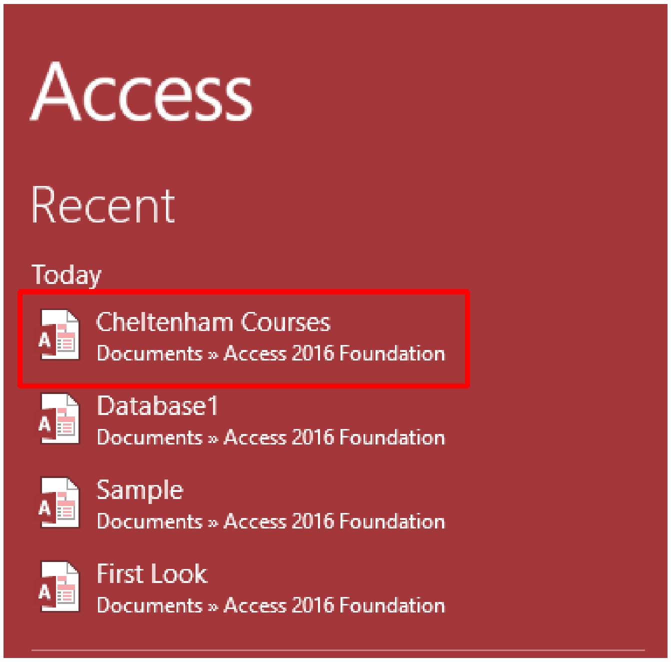
- Click on the **Close** button at the top-right of the Access screen.


s : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Access 2007 - 2016 file format) - Access
?
Tell me what you want to do...
Sign in
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Records
Find
Replace
Go To
Select
Find
B
I
U
A
Text Formatting

Access 2016 Table Navigation & Modification

Opening a table within a database

- Restart the Access program.
- Within the **Recent** section of the screen, you will see a list of recently opened Access files. In this case click on the **Cheltenham Courses** file.



Access

Recent

Today

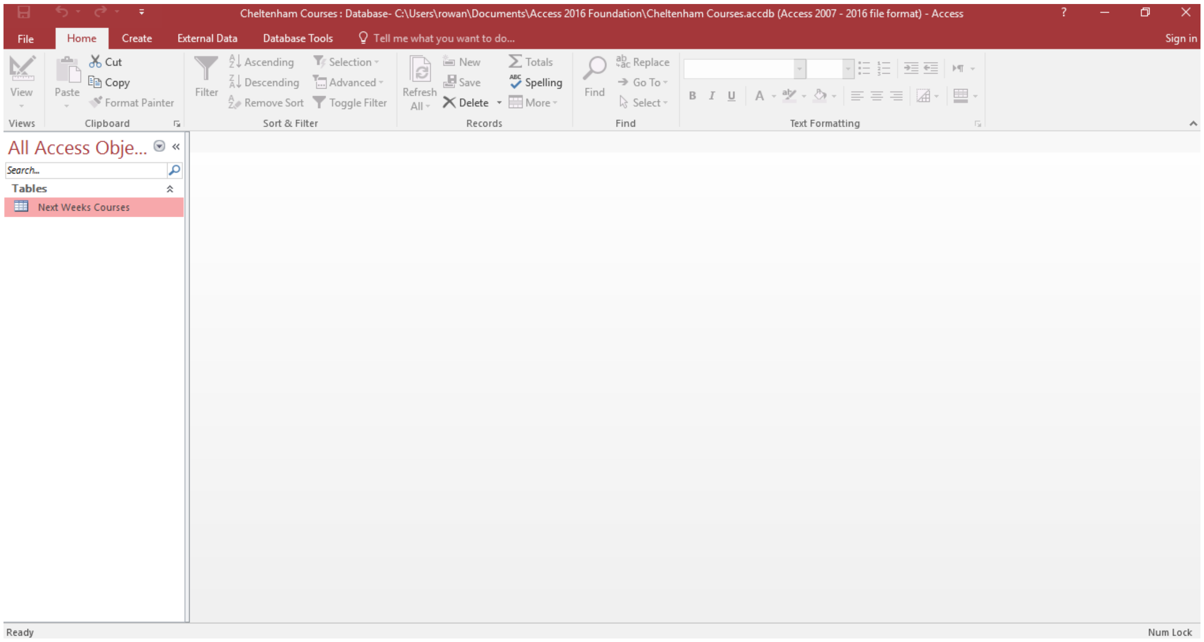
Cheltenham Courses
Documents » Access 2016 Foundation

Database1
Documents » Access 2016 Foundation

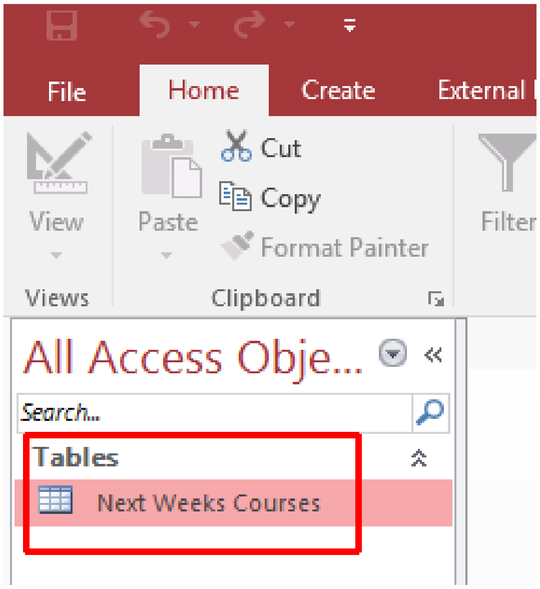
Sample
Documents » Access 2016 Foundation

First Look
Documents » Access 2016 Foundation

- You will see the following screen displayed.


Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Access 2007 - 2016 file format) - Access
File
Home
Create
External Data
Database Tools
Tell me what you want to do...
Sign in
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Next Weeks Courses
Ready
Num Lock

- As you will see this is a copy of the table that you created in the last section. To open the table, called **Next Weeks Courses**, double click on the table.


File
Home
Create
External
View
Paste
Cut
Copy
Format Painter
Filter
Views
Clipboard
All Access Obje...
Search...
Tables
Next Weeks Courses

- Your screen will now look like this.

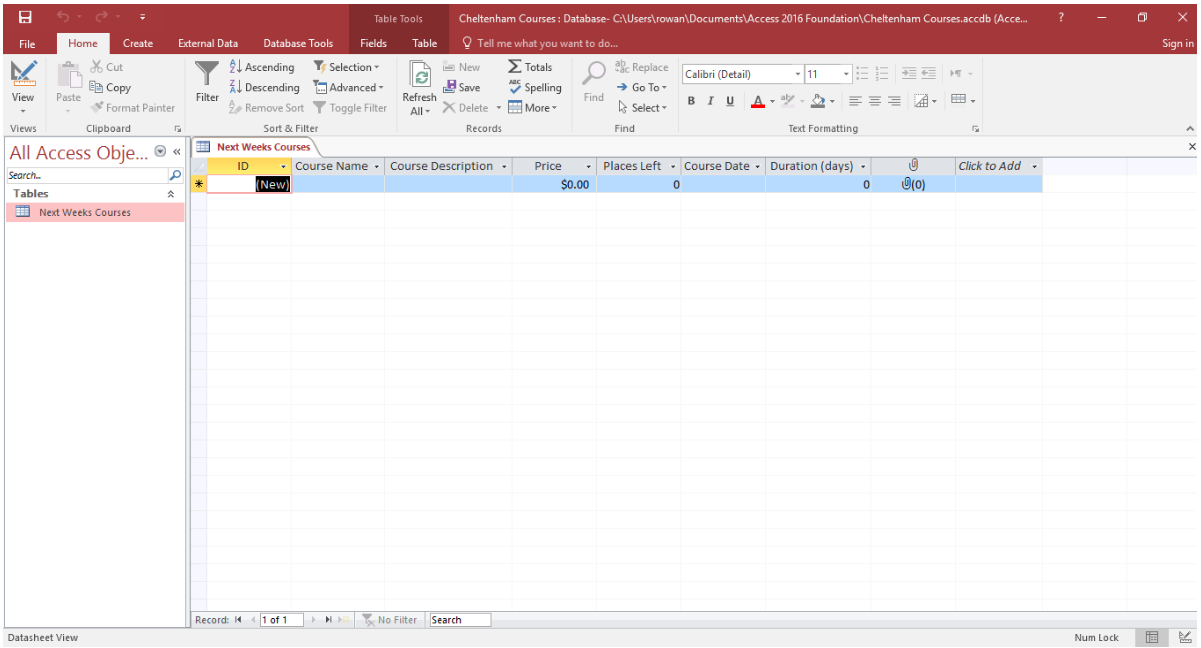
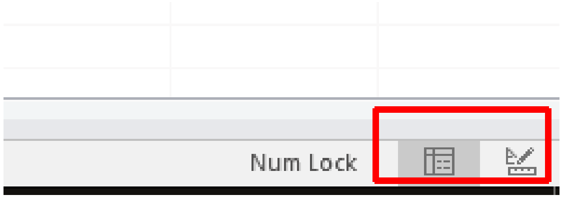


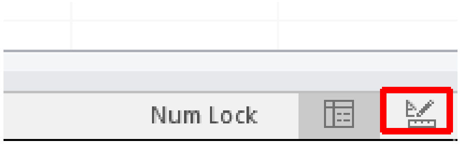
Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Acce...
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
Sign in
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses
ID
Course Name
Course Description
Price
Places Left
Course Date
Duration (days)
Click to Add
(New)
$0.00
0
0
(0)
Record: 1 of 1
No Filter
Search
Datasheet View
Num Lock

Switching between ‘Datasheet View’ and ‘Design View’

- If you look at the bottom-right of the Access screen you will see the **View** buttons.



- Click on the **Design View** button.



.

- Your screen will now look like this.

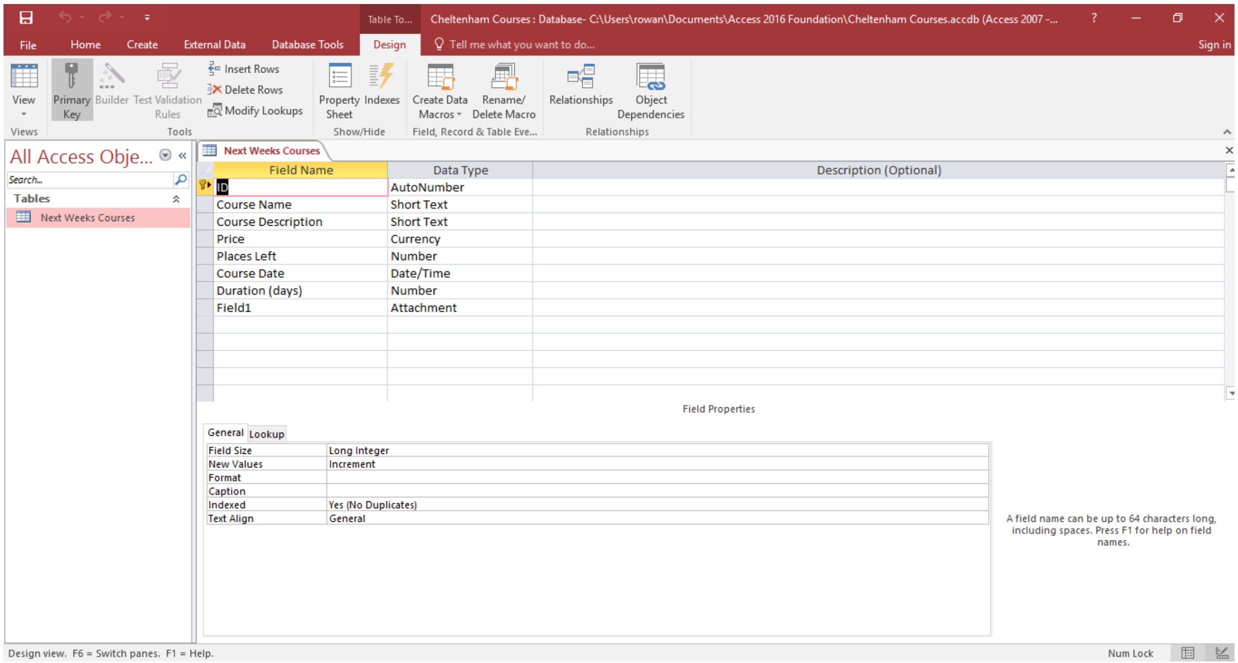


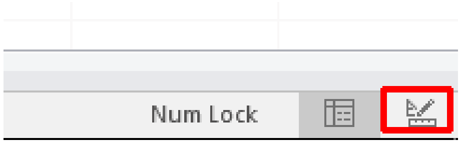
Table To...
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Access 2007 -...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Eve...
Relationships
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses
Field Properties
General
Lookup
Design view. F6 = Switch panes. F1 = Help.
Num Lock

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
Course Name	Short Text	
Course Description	Short Text	
Price	Currency	
Places Left	Number	
Course Date	Date/Time	
Duration (days)	Number	
Field1	Attachment	

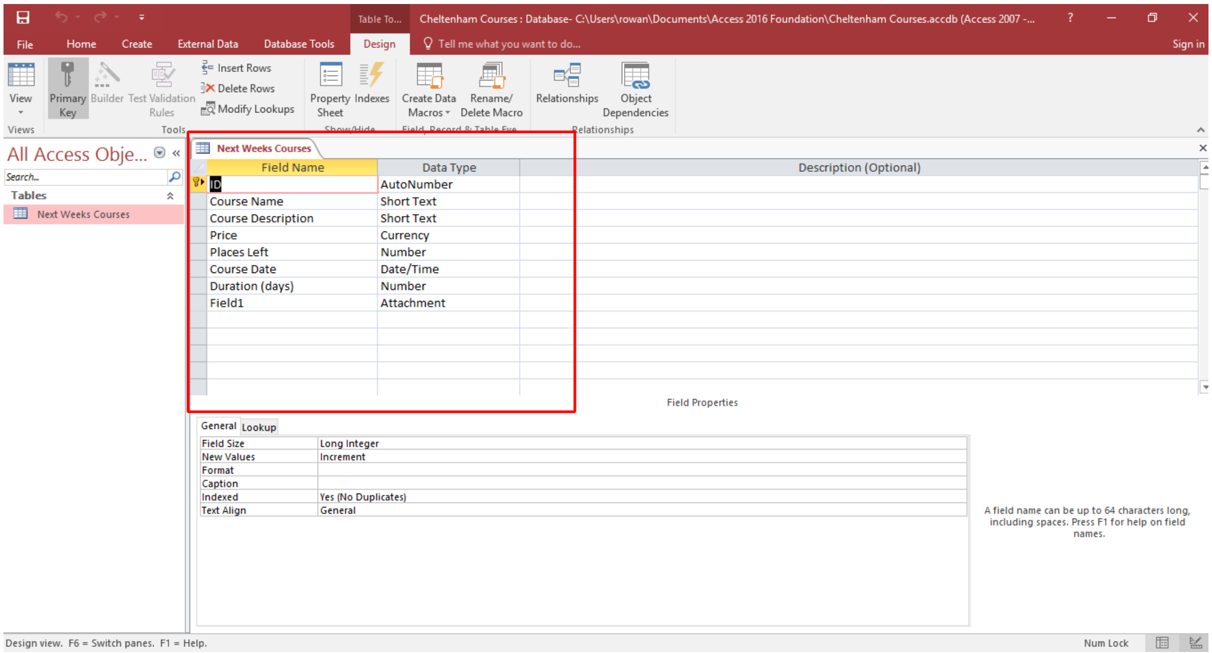
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

- Click on the **Datasheet View** button and the Access screen will look as it did originally.
- Click on the **Design View** button again.



- In the Design view you have an upper and lower section. The upper section looks like this.


Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Access 2007 -...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
All Access Obje...
Tables
Next Weeks Courses
Field Properties
Design view. F6 = Switch panes. F1 = Help.
Num Lock

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
Course Name	Short Text	
Course Description	Short Text	
Price	Currency	
Places Left	Number	
Course Date	Date/Time	
Duration (days)	Number	
Field1	Attachment	

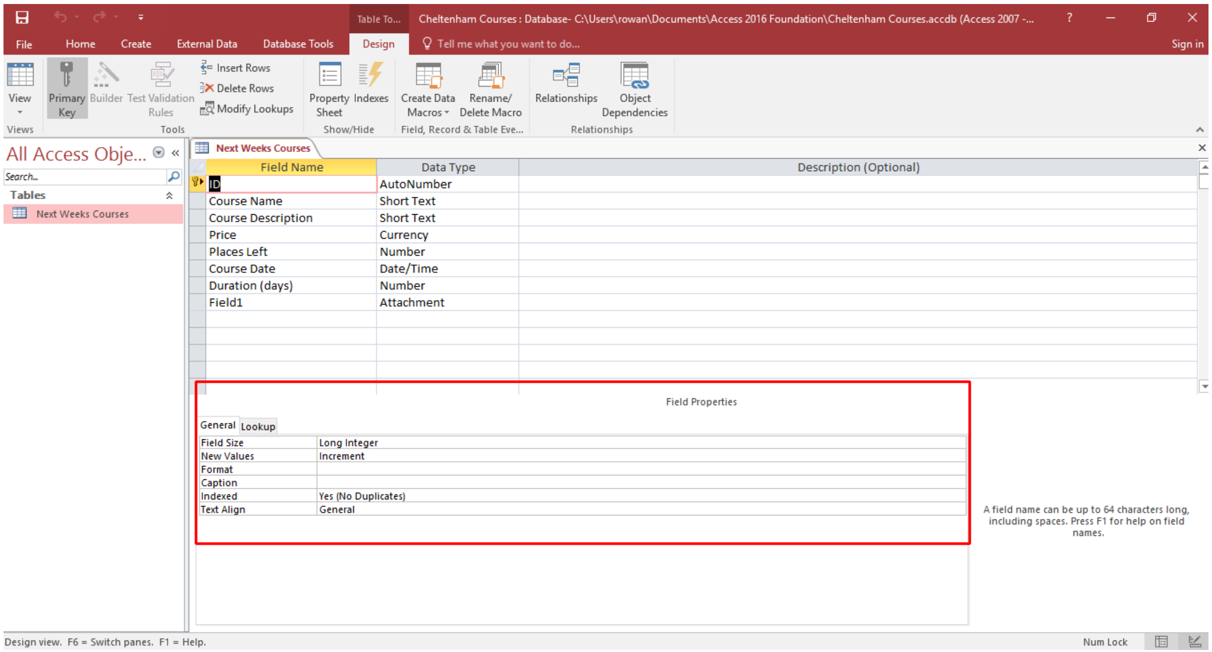
General | Lookup

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

- You can use the upper section to change field names and to modify the field data type.

- The lower section, displaying the '**Field Properties**' looks like this.


Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Access 2007 -...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign in
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
All Access Obje...
Tables
Next Weeks Courses
Field Properties
Design view. F6 = Switch panes. F1 = Help.
Num Lock

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
Course Name	Short Text	
Course Description	Short Text	
Price	Currency	
Places Left	Number	
Course Date	Date/Time	
Duration (days)	Number	
Field1	Attachment	

General | Lookup

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

- The lower section allows you to specify more information about each field, such as the field size or format. We will use some of these features later in the course.

Adding records to a table

- Display the table in **Datasheet view**, so that it looks like this.

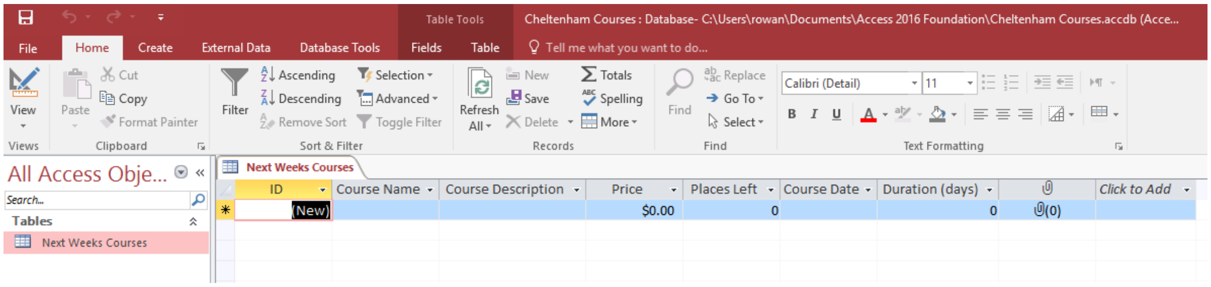


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Cheltenham Courses.accdb (Acce...
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Next Weeks Courses

ID	Course Name	Course Description	Price	Places Left	Course Date	Duration (days)	📎	Click to Add
(New)			$0.00	0		0	📎(0)	

- Click in the cell directly under the **Course Name** header, and you will see the following.

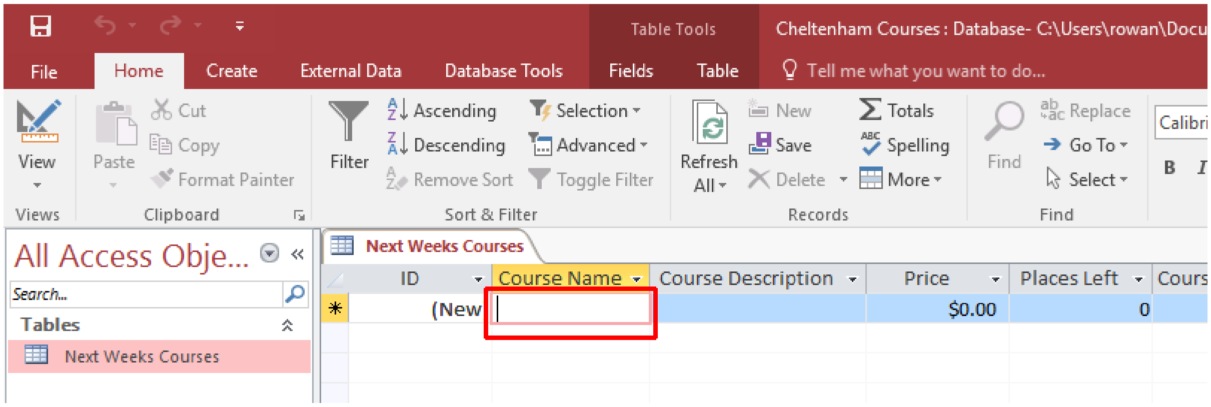


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Docu
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri
Views
Clipboard
Sort & Filter
Records
Find
All Access Obje...
Search...
Tables
Next Weeks Courses

ID	Course Name	Course Description	Price	Places Left	Cours
(New			$0.00	0	

- Enter a course name, in this case **Word 2016**.
- Press the **Enter** key and the next field will be selected, as illustrated.

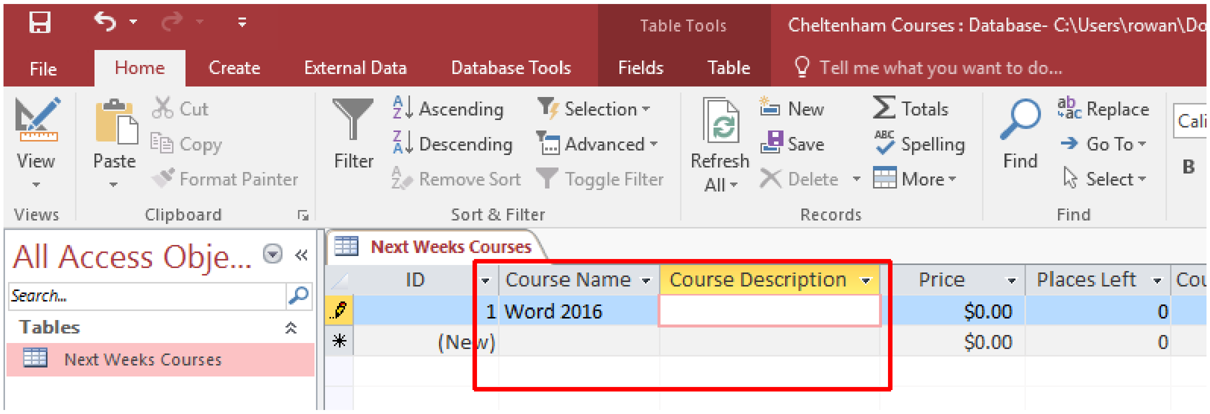


Table Tools
Cheltenham Courses : Database- C:\Users\rowan\Do
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Cali
Views
Clipboard
Sort & Filter
Records
Find
All Access Obje...
Search...
Tables
Next Weeks Courses

ID	Course Name	Course Description	Price	Places Left	Cou
1	Word 2016		$0.00	0	
(New)			$0.00	0	

- Within the **Course Description** field, enter **Basics**. Press the **Enter** key and your screen will look like this.

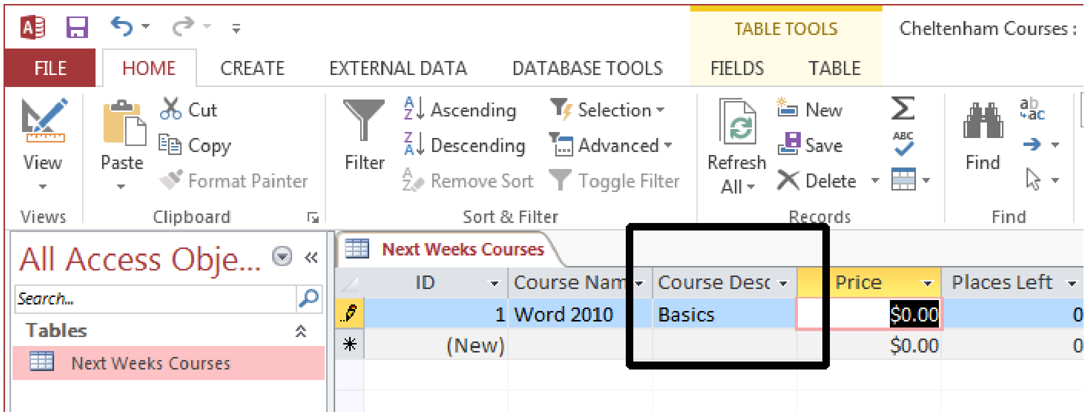
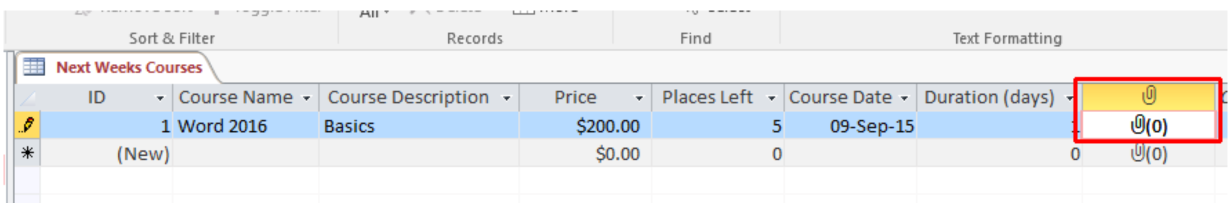


TABLE TOOLS
Cheltenham Courses :
FILE
HOME
CREATE
EXTERNAL DATA
DATABASE TOOLS
FIELDS
TABLE
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Find
Views
Clipboard
Sort & Filter
Records
Find
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses

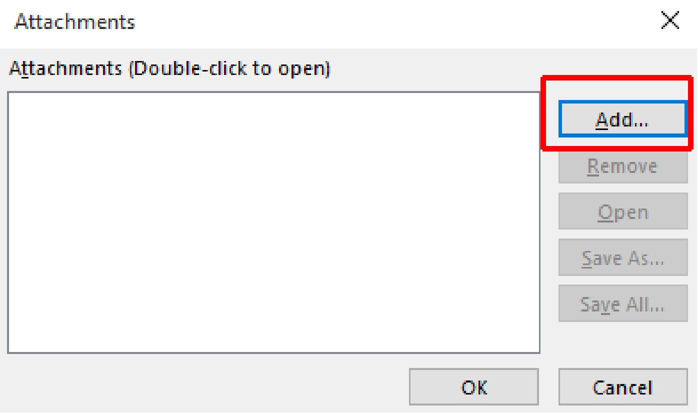
ID	Course Nam	Course Desc	Price	Places Left
1	Word 2010	Basics	$0.00	0
(New)			$0.00	0

- Within the **Price** field enter **200** and press the **Enter** key.
- Within the **Places Left** field enter **5** and press the **Enter** key.
- Within the **Course Date** field enter **9/9/2015** and press the **Enter** key.
- Within the **Duration (days)** field enter **1** and press the **Enter** key.
- Double click on the **Attachment** field.

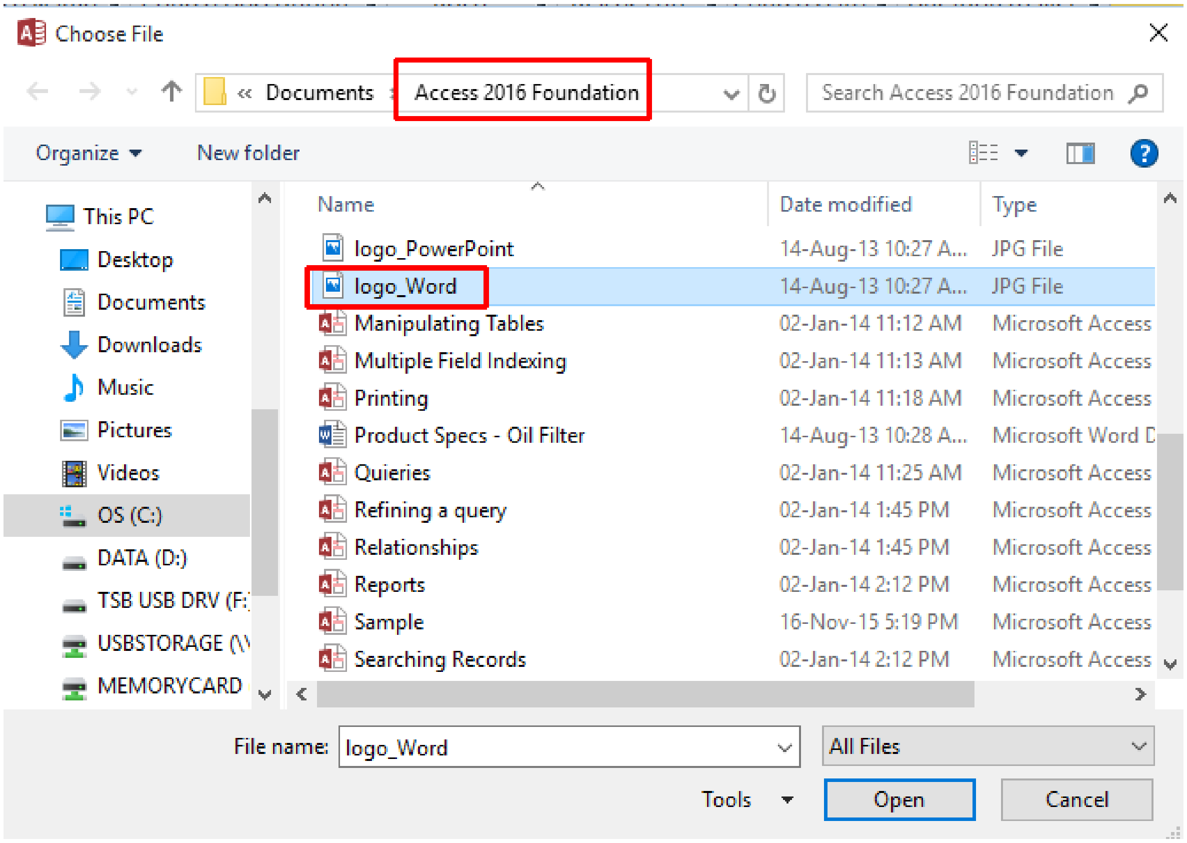

Sort & Filter
Records
Find
Text Formatting
Next Weeks Courses

ID	Course Name	Course Description	Price	Places Left	Course Date	Duration (days)	📎
1	Word 2016	Basics	$200.00	5	09-Sep-15	1	📎(0)
(New)			$0.00	0		0	📎(0)

- You will see a dialog box displayed.


Attachments
Attachments (Double-click to open)
Add...
Remove
Open
Save As...
Save All...
OK
Cancel

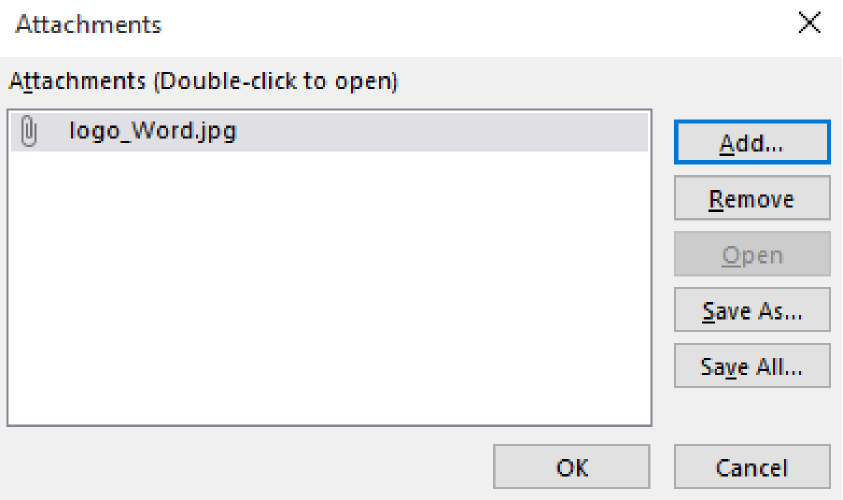
- Click on the **Add** button. You should see files contained within your **Access 2016 Foundation** folder displayed. Scroll down and select the **logo Word** file.


Choose File
« Documents › Access 2016 Foundation
Search Access 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
MEMORYCARD
Tools
Open
Cancel

Name	Date modified	Type
logo_PowerPoint	14-Aug-13 10:27 A...	JPG File
logo_Word	14-Aug-13 10:27 A...	JPG File
Manipulating Tables	02-Jan-14 11:12 AM	Microsoft Access
Multiple Field Indexing	02-Jan-14 11:13 AM	Microsoft Access
Printing	02-Jan-14 11:18 AM	Microsoft Access
Product Specs - Oil Filter	14-Aug-13 10:28 A...	Microsoft Word D
Quieries	02-Jan-14 11:25 AM	Microsoft Access
Refining a query	02-Jan-14 1:45 PM	Microsoft Access
Relationships	02-Jan-14 1:45 PM	Microsoft Access
Reports	02-Jan-14 2:12 PM	Microsoft Access
Sample	16-Nov-15 5:19 PM	Microsoft Access
Searching Records	02-Jan-14 2:12 PM	Microsoft Access

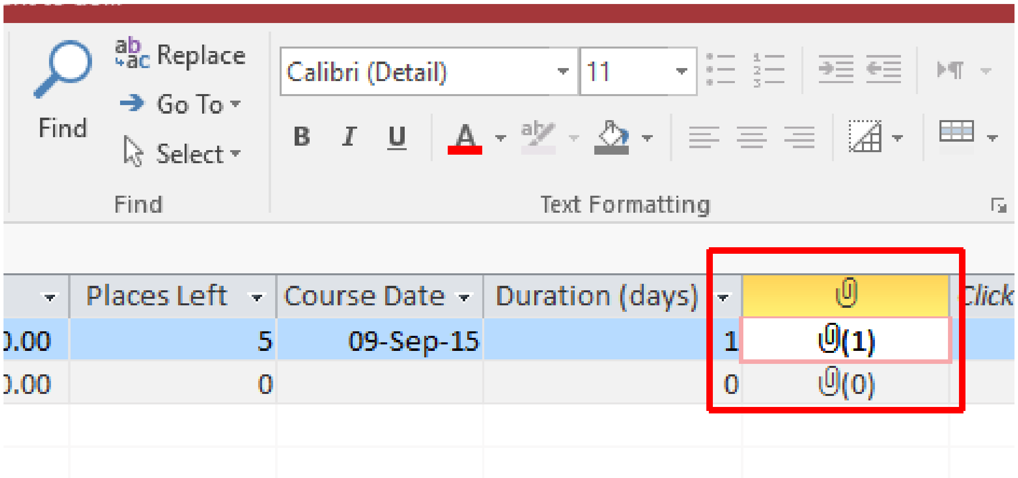
File name: logo_Word
All Files

- Click on the **Open** button and you will see the following dialog box.


Attachments
Attachments (Double-click to open)
Add...
Remove
Open
Save As...
Save All...
OK
Cancel

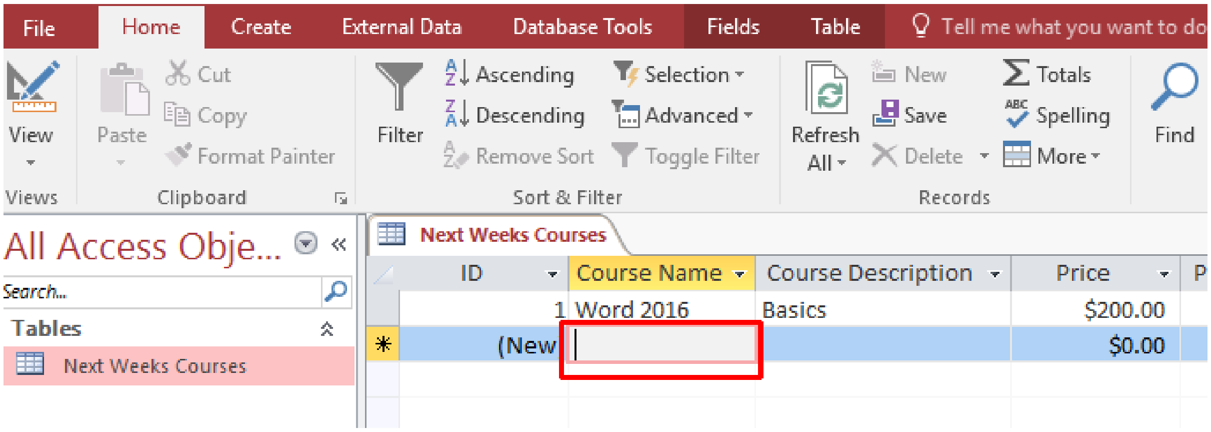
logo_Word.jpg

- Click on the **OK** button. If you look carefully, you will notice that the number **1**, is displayed in brackets, within the **attachment** field.


Find
Replace
Go To
Select
Find
Calibri (Detail)
11
B I U
Text Formatting

Places Left	Course Date	Duration (days)	📎
5	09-Sep-15	1	📎(1)
0		0	📎(0)

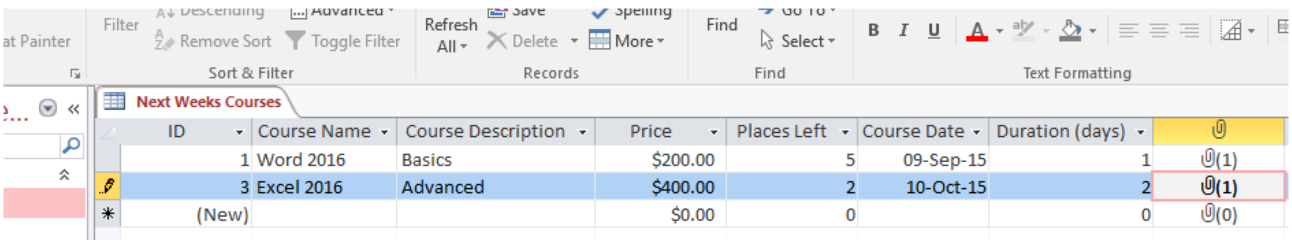
- Within the next row down, click within the **Course Name** field.


File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Views
Clipboard
Sort & Filter
Records
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses

ID	Course Name	Course Description	Price
1	Word 2016	Basics	$200.00
(New)			$0.00

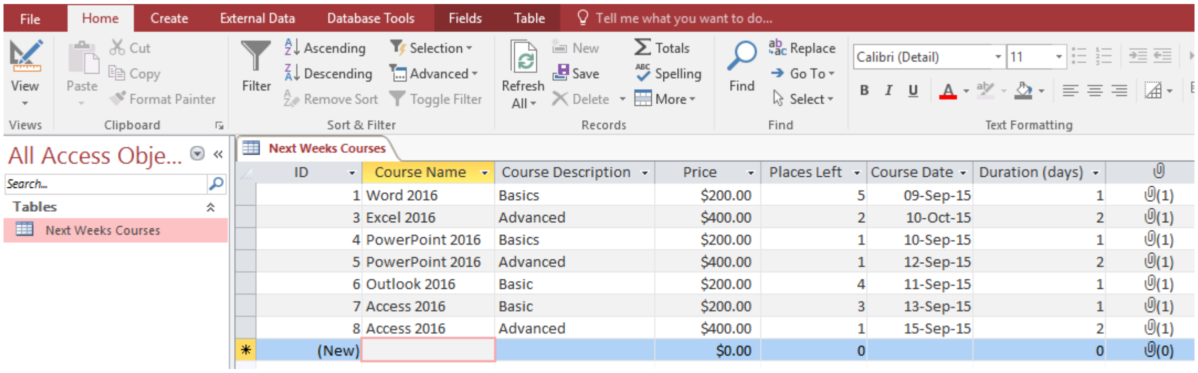
- In the **Course Name** field, enter a course called **Excel 2016** and press **Enter**.
- In the **Course Description** field, enter **Advanced** and press **Enter**.
- In the **Price** field, enter **400** and press **Enter**.
- In the **Places Left** field, enter **2** and press **Enter**.
- In the **Course Date** field, enter **10/10/2015** and press **Enter**.
- In the **Duration (days)** field, enter **2** and press **Enter**.
- In the **attachment** field, attach the **Excel** logo file.

- Your screen will now look like this.


at Painter
Filter
Descending
Remove Sort
Advanced
Toggle Filter
Sort & Filter
Refresh All
Save
Delete
Spelling
More
Records
Find
Go To
Select
Find
B I U
Text Formatting
Next Weeks Courses

ID	Course Name	Course Description	Price	Places Left	Course Date	Duration (days)	📎
1	Word 2016	Basics	$200.00	5	09-Sep-15	1	📎(1)
3	Excel 2016	Advanced	$400.00	2	10-Oct-15	2	📎(1)
(New)			$0.00	0		0	📎(0)

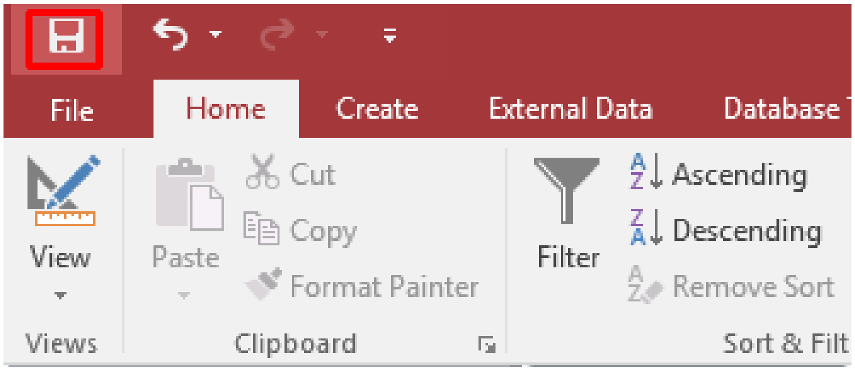
- Add the following data to the table (in each case use the relevant logo file).


File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Records
Find
Replace
Go To
Select
Find
Calibri (Detail)
11
B I U
Text Formatting
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses

ID	Course Name	Course Description	Price	Places Left	Course Date	Duration (days)	📎
1	Word 2016	Basics	$200.00	5	09-Sep-15	1	📎(1)
3	Excel 2016	Advanced	$400.00	2	10-Oct-15	2	📎(1)
4	PowerPoint 2016	Basics	$200.00	1	10-Sep-15	1	📎(1)
5	PowerPoint 2016	Advanced	$400.00	1	12-Sep-15	2	📎(1)
6	Outlook 2016	Basic	$200.00	4	11-Sep-15	1	📎(1)
7	Access 2016	Basic	$200.00	3	13-Sep-15	1	📎(1)
8	Access 2016	Advanced	$400.00	1	15-Sep-15	2	📎(1)
(New)			$0.00	0		0	📎(0)

Saving the changes made to a table

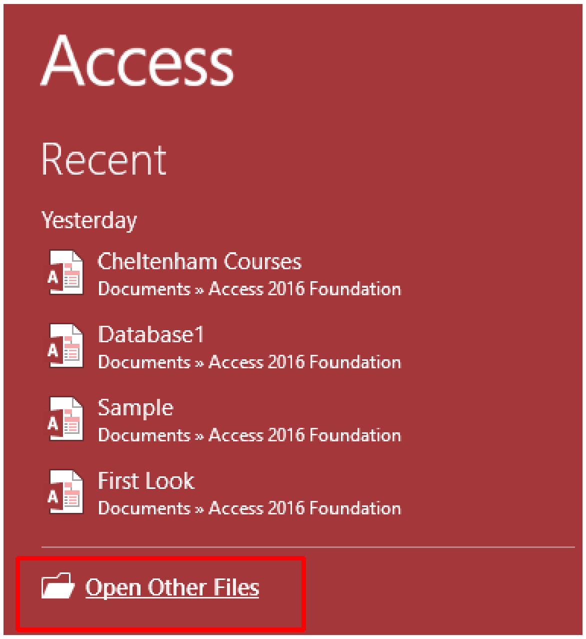
- To save your changes click on the **Save** button displayed at the top-left of the Access window.


File
Home
Create
External Data
Database
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Sort & Filt

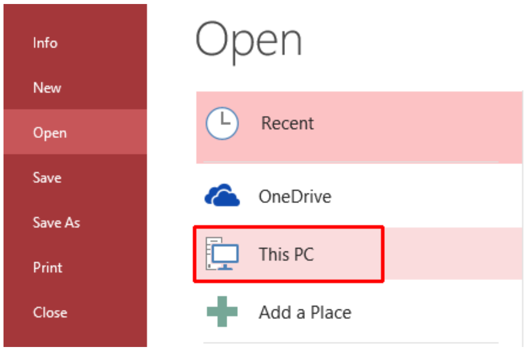
- Close the Access program using the keyboard shortcut **Alt+F4**.

Navigating through records within a table

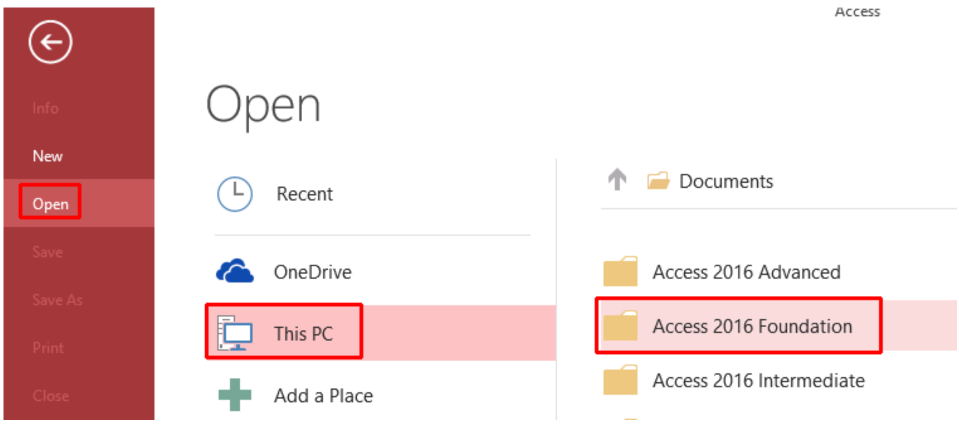
- Start the Access program and open the database called **Manipulating Table.** To do this, click on the **Open Other Files** link.


Access
Recent
Yesterday
Cheltenham Courses
Documents » Access 2016 Foundation
Database1
Documents » Access 2016 Foundation
Sample
Documents » Access 2016 Foundation
First Look
Documents » Access 2016 Foundation
Open Other Files

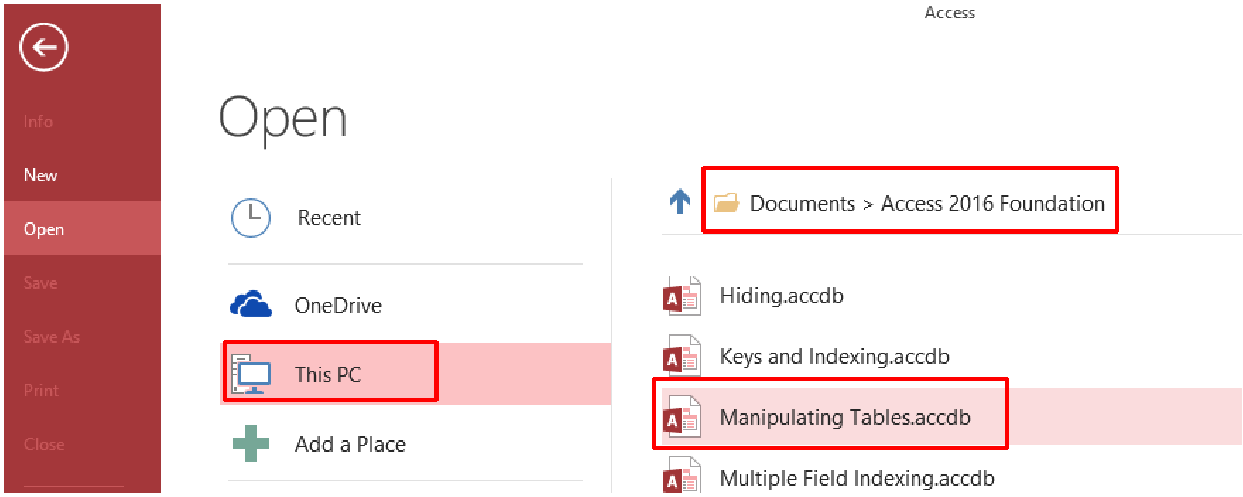
- Click on the **This PC** link.


Info
New
Open
Save
Save As
Print
Close
Open
Recent
OneDrive
This PC
Add a Place

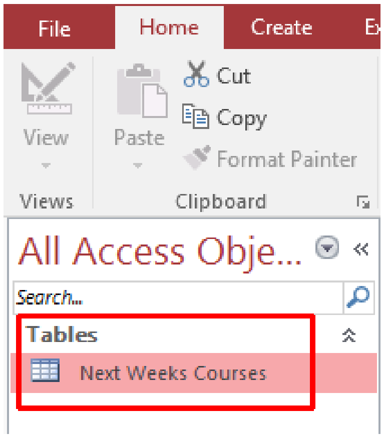
- Click on the **Access 2016 Foundation** item within the **Recent Folders** section.


Access
Info
New
Open
Save
Save As
Print
Close
Open
Recent
OneDrive
This PC
Add a Place
Documents
Access 2016 Advanced
Access 2016 Foundation
Access 2016 Intermediate

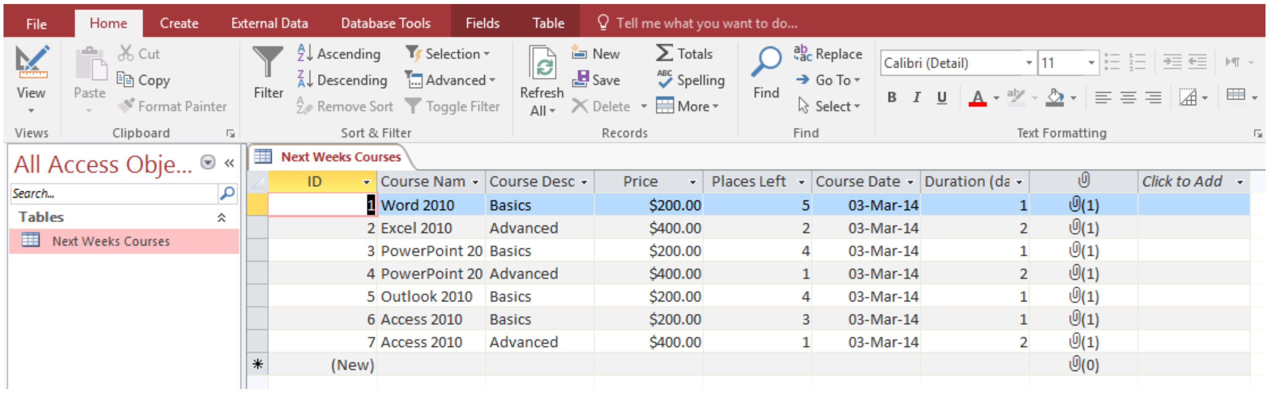
- If necessary, scroll down the list and double click on the database called **Manipulating Tables.**


Access
Info
New
Open
Save
Save As
Print
Close
Open
Recent
OneDrive
This PC
Add a Place
Documents > Access 2016 Foundation
Hiding.accdb
Keys and Indexing.accdb
Manipulating Tables.accdb
Multiple Field Indexing.accdb

- This will display the database.


File
Home
Create
E
View
Paste
Cut
Copy
Format Painter
Views
Clipboard
All Access Obje...
Search...
Tables
Next Weeks Courses

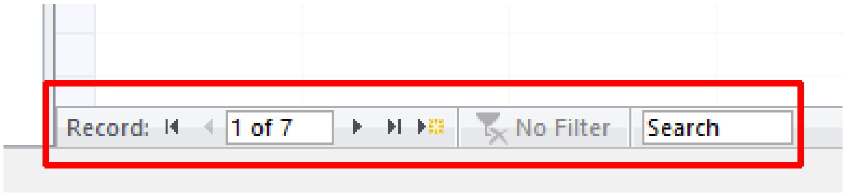
- Double click on the table called **Next Weeks Courses**. Your screen will now look like this.


File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Next Weeks Courses

Next Weeks Courses

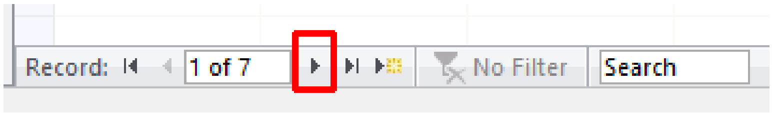
ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎	Click to Add
1	Word 2010	Basics	$200.00	5	03-Mar-14	1	📎(1)	
2	Excel 2010	Advanced	$400.00	2	03-Mar-14	2	📎(1)	
3	PowerPoint 20	Basics	$200.00	4	03-Mar-14	1	📎(1)	
4	PowerPoint 20	Advanced	$400.00	1	03-Mar-14	2	📎(1)	
5	Outlook 2010	Basics	$200.00	4	03-Mar-14	1	📎(1)	
6	Access 2010	Basics	$200.00	3	03-Mar-14	1	📎(1)	
7	Access 2010	Advanced	$400.00	1	03-Mar-14	2	📎(1)	
(New)							📎(0)	

- The record navigation bar is located at the bottom-left of your screen, once you have opened a table.

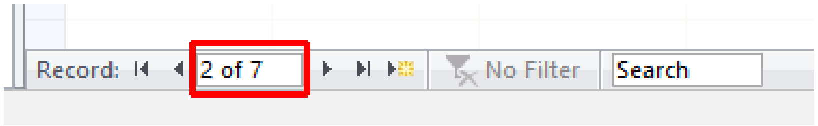

Record:
1 of 7
No Filter
Search

- As tables grow, navigating through your records becomes more difficult, therefore Access has the record navigation bar to help locate records more easily. As you can see currently record **1 of 7** is selected.

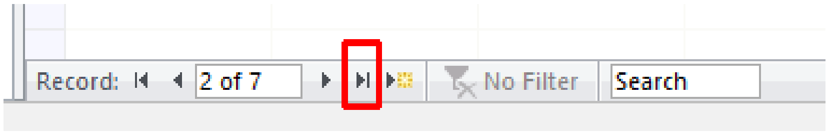
- To select the next record, click on the single, right-pointing arrow.


Record:
1 of 7
No Filter
Search

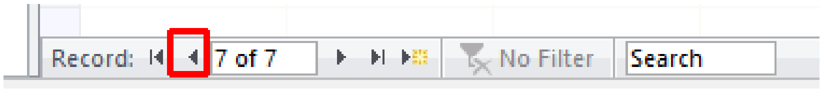
- This will display record **2 of 7**, as illustrated.


Record:
2 of 7
No Filter
Search

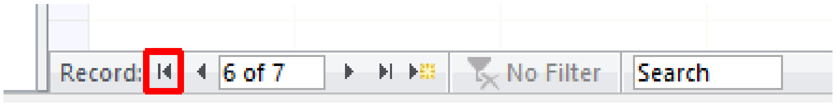
- To select the last record, click on the control as illustrated below.


Record:
2 of 7
No Filter
Search

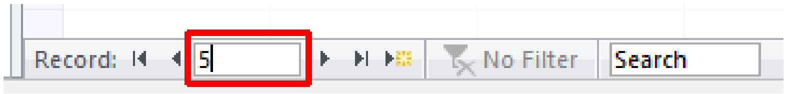
- To select the previous record, click on the control as illustrated below.


Record:
7 of 7
No Filter
Search

- To select the first record, click on the control as illustrated below.


Record:
6 of 7
No Filter
Search

- To jump to a record, such as record number 5, enter the record number as illustrated and press the **Enter** key.


Record:
5
No Filter
Search

Adjusting the column width

- Columns can be adjusted by placing the pointer over the thin dividing line between two field names as illustrated. In this case, you cannot see all of the Course names displayed properly.

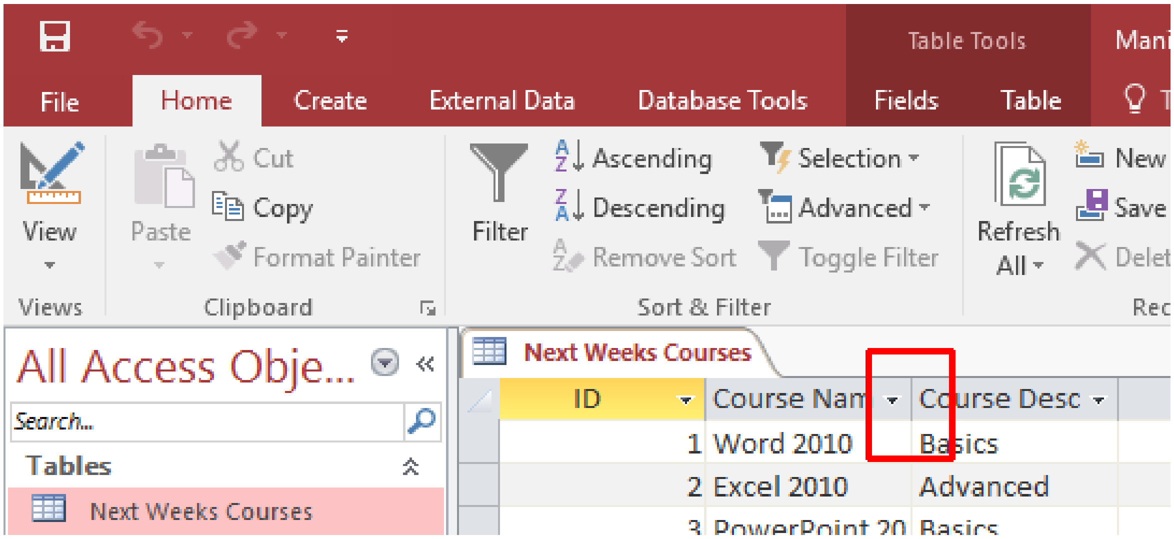
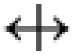


Table Tools
Mani
File
Home
Create
External Data
Database Tools
Fields
Table
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delet
Views
Clipboard
Sort & Filter
Rec
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses
ID
Course Nam
Course Desc
1 Word 2010
Basics
2 Excel 2010
Advanced
3 PowerPoint 20
Basics

- The pointer changes to an arrow shape, as illustrated.



- Once the pointer has changed to the arrow shape, click and drag the field left to decrease or right to increase the size.
- Before continuing, make the first column narrower, so that the contents cannot be displayed properly.

Automatically resizing a column width to fit contents

- The first column should look something like this.

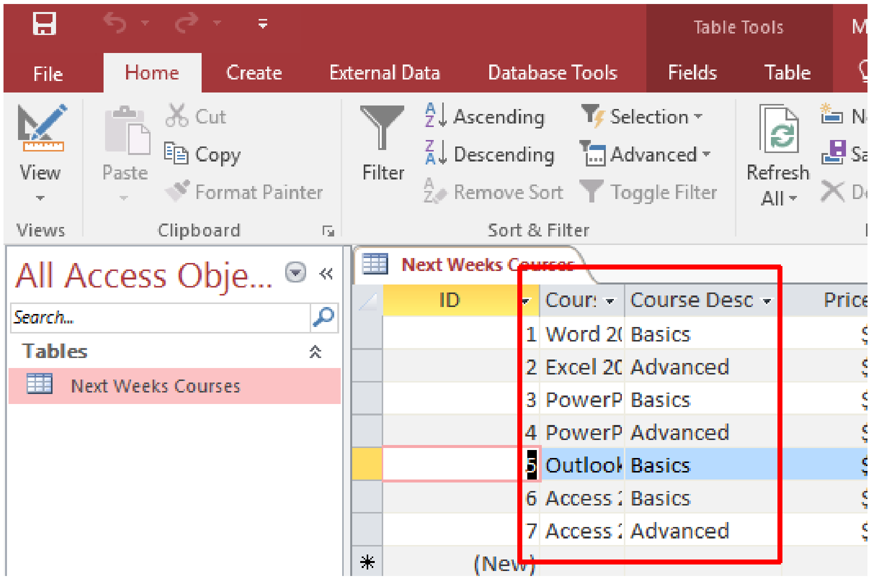
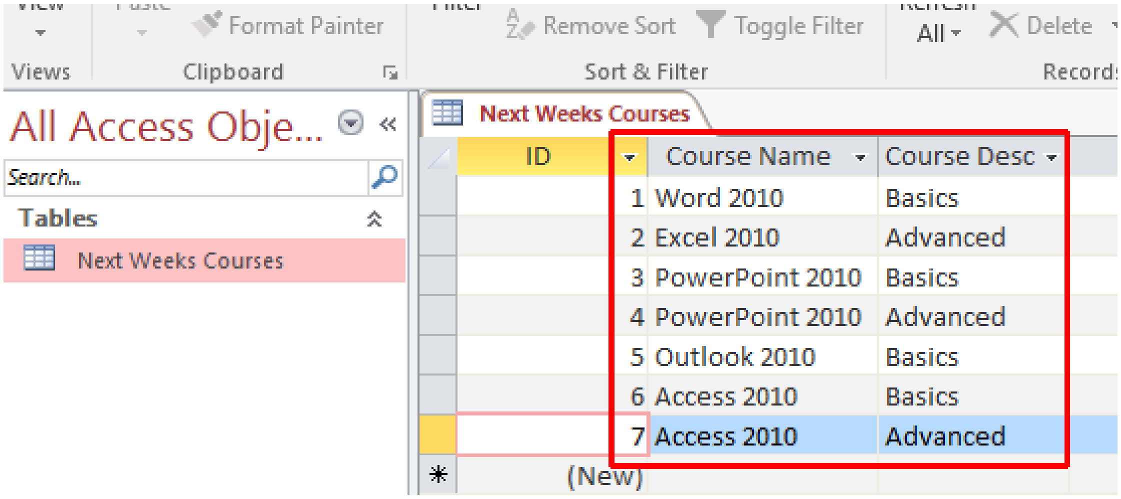


Table Tools
File
Home
Create
External Data
Database Tools
Fields
Table
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
Views
Clipboard
Sort & Filter
All Access Obje...
Search...
Tables
Next Weeks Courses

Next Weeks Courses

ID	Cour:	Course Desc	Price
1	Word 2(	Basics	$
2	Excel 2(	Advanced	$
3	PowerP	Basics	$
4	PowerP	Advanced	$
5	Outlool	Basics	$
6	Access :	Basics	$
7	Access :	Advanced	$
(New)			

- To automatically resize a field width, position the pointer over the thin dividing line separating the first and second column heading, until the double arrow is displayed, and then double click to see the fields automatically resize to fit the (longest) line of text within the field.

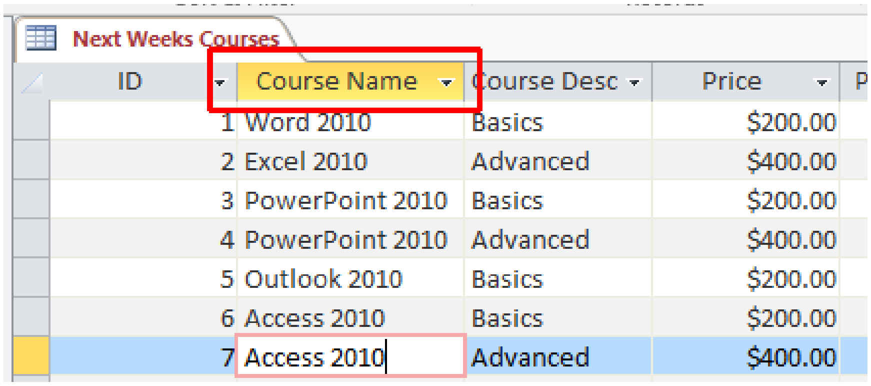

Format Painter
Remove Sort
Toggle Filter
All
Delete
Views
Clipboard
Sort & Filter
All Access Obje...
Search...
Tables
Next Weeks Courses

Next Weeks Courses

ID	Course Name	Course Desc
1	Word 2010	Basics
2	Excel 2010	Advanced
3	PowerPoint 2010	Basics
4	PowerPoint 2010	Advanced
5	Outlook 2010	Basics
6	Access 2010	Basics
7	Access 2010	Advanced
(New)		

Moving a column to rearrange the column order

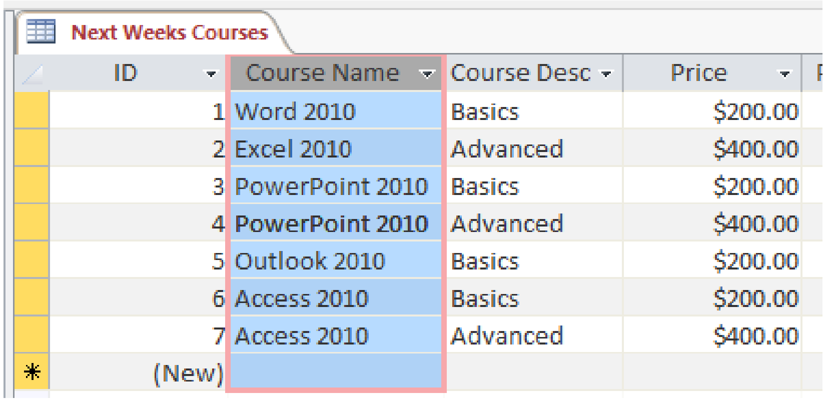
- Make a note of the order of the columns, **BEFORE** you start experimenting with rearranging the order of the columns.
- Move the mouse pointer to a column header, such as **Course Name**.



Next Weeks Courses

ID	Course Name	Course Desc	Price	P
1	Word 2010	Basics	$200.00	
2	Excel 2010	Advanced	$400.00	
3	PowerPoint 2010	Basics	$200.00	
4	PowerPoint 2010	Advanced	$400.00	
5	Outlook 2010	Basics	$200.00	
6	Access 2010	Basics	$200.00	
7	Access 2010	Advanced	$400.00	

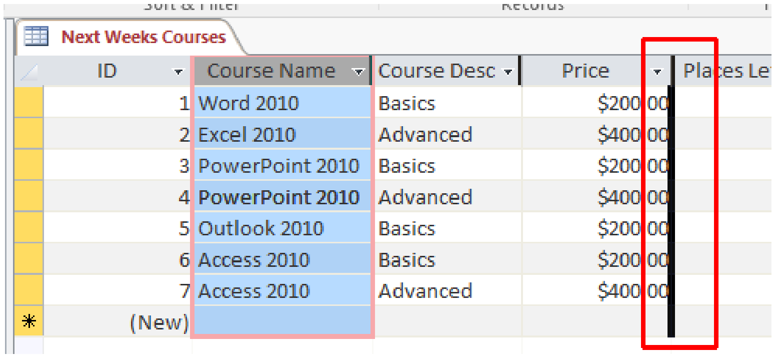
- When the pointer changes to a **down arrow**, click once to highlight the column.



Next Weeks Courses

ID	Course Name	Course Desc	Price	
1	Word 2010	Basics	$200.00	
2	Excel 2010	Advanced	$400.00	
3	PowerPoint 2010	Basics	$200.00	
4	PowerPoint 2010	Advanced	$400.00	
5	Outlook 2010	Basics	$200.00	
6	Access 2010	Basics	$200.00	
7	Access 2010	Advanced	$400.00	
(New)				

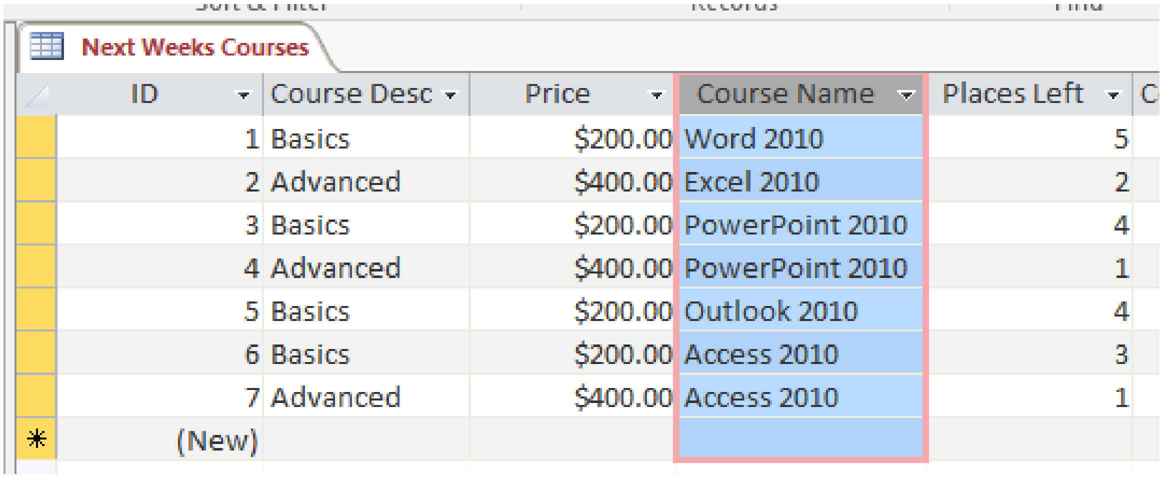
- Click and hold down the mouse button. Use the thick dark line (left of the highlighted column) as a guide to the new position.



Next Weeks Courses

ID	Course Name	Course Desc	Price	Places Le
1	Word 2010	Basics	$200.00	
2	Excel 2010	Advanced	$400.00	
3	PowerPoint 2010	Basics	$200.00	
4	PowerPoint 2010	Advanced	$400.00	
5	Outlook 2010	Basics	$200.00	
6	Access 2010	Basics	$200.00	
7	Access 2010	Advanced	$400.00	
(New)				

- Drag the column until the guide line is between two columns. Release the mouse button.



Next Weeks Courses

ID	Course Desc	Price	Course Name	Places Left	C
1	Basics	$200.00	Word 2010	5	
2	Advanced	$400.00	Excel 2010	2	
3	Basics	$200.00	PowerPoint 2010	4	
4	Advanced	$400.00	PowerPoint 2010	1	
5	Basics	$200.00	Outlook 2010	4	
6	Basics	$200.00	Access 2010	3	
7	Advanced	$400.00	Access 2010	1	
(New)					

TIP: To move multiple columns in one go, click in the first column and without releasing the mouse button, drag across to the last column of the group you wish to select. Let go of the mouse button to highlight the selected columns. To move the selected columns, follow the same steps used to move a single column.

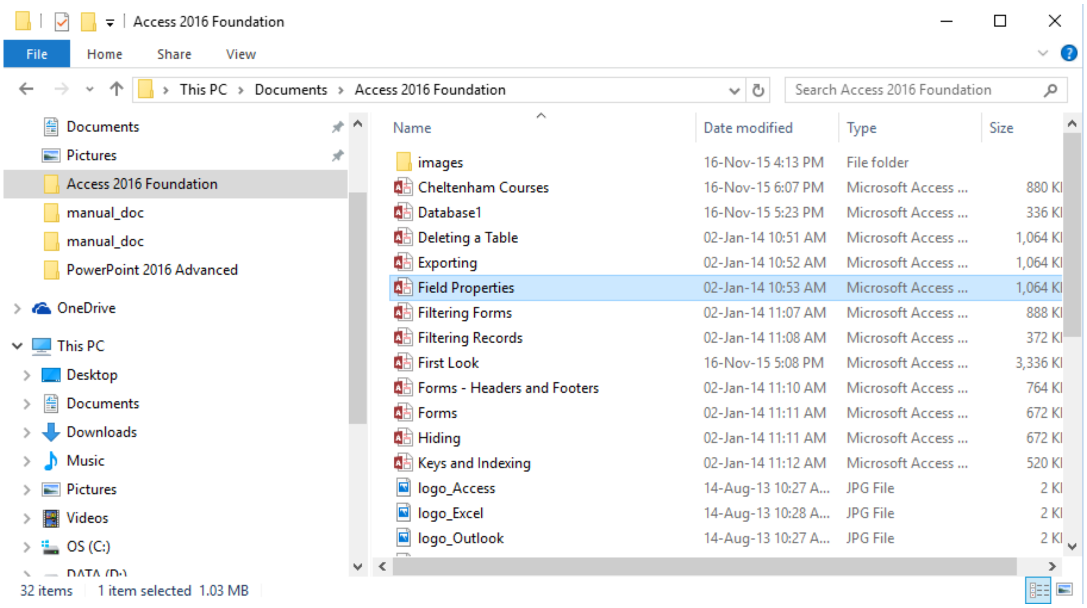
- Experiment with re-ordering more columns. When you have finished experimenting, reorder the columns back to their original order.
- Save your changes and close the Access program.

Access 2016 Field Properties

Field Properties

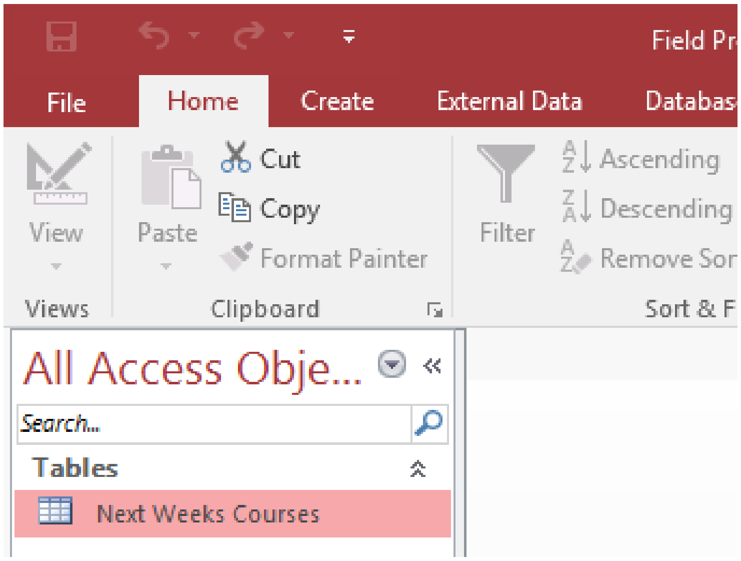
- Field Properties amongst other things, control how information is displayed, specifies default values and prevents incorrect data entry. Options available will depend upon the data type of each field.

- Open Access and open the **Field Properties** database.


Access 2016 Foundation
File
Home
Share
View
This PC › Documents › Access 2016 Foundation
Search Access 2016 Foundation
Documents
Pictures
Access 2016 Foundation
manual_doc
manual_doc
PowerPoint 2016 Advanced
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
32 items
1 item selected 1.03 MB

Name	Date modified	Type	Size
images	16-Nov-15 4:13 PM	File folder	
Cheltenham Courses	16-Nov-15 6:07 PM	Microsoft Access ...	880 KI
Database1	16-Nov-15 5:23 PM	Microsoft Access ...	336 KI
Deleting a Table	02-Jan-14 10:51 AM	Microsoft Access ...	1,064 KI
Exporting	02-Jan-14 10:52 AM	Microsoft Access ...	1,064 KI
Field Properties	02-Jan-14 10:53 AM	Microsoft Access ...	1,064 KI
Filtering Forms	02-Jan-14 11:07 AM	Microsoft Access ...	888 KI
Filtering Records	02-Jan-14 11:08 AM	Microsoft Access ...	372 KI
First Look	16-Nov-15 5:08 PM	Microsoft Access ...	3,336 KI
Forms - Headers and Footers	02-Jan-14 11:10 AM	Microsoft Access ...	764 KI
Forms	02-Jan-14 11:11 AM	Microsoft Access ...	672 KI
Hiding	02-Jan-14 11:11 AM	Microsoft Access ...	672 KI
Keys and Indexing	02-Jan-14 11:12 AM	Microsoft Access ...	520 KI
logo_Access	14-Aug-13 10:27 A...	JPG File	2 KI
logo_Excel	14-Aug-13 10:28 A...	JPG File	2 KI
logo_Outlook	14-Aug-13 10:27 A...	JPG File	2 KI

- Your Access screen will look like this.


Field Pr
File
Home
Create
External Data
Databas
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sor
Views
Clipboard
Sort & F
All Access Obje...
Search...
Tables
Next Weeks Courses

- Open the table called **Next Weeks Courses**. Your screen will look like this.

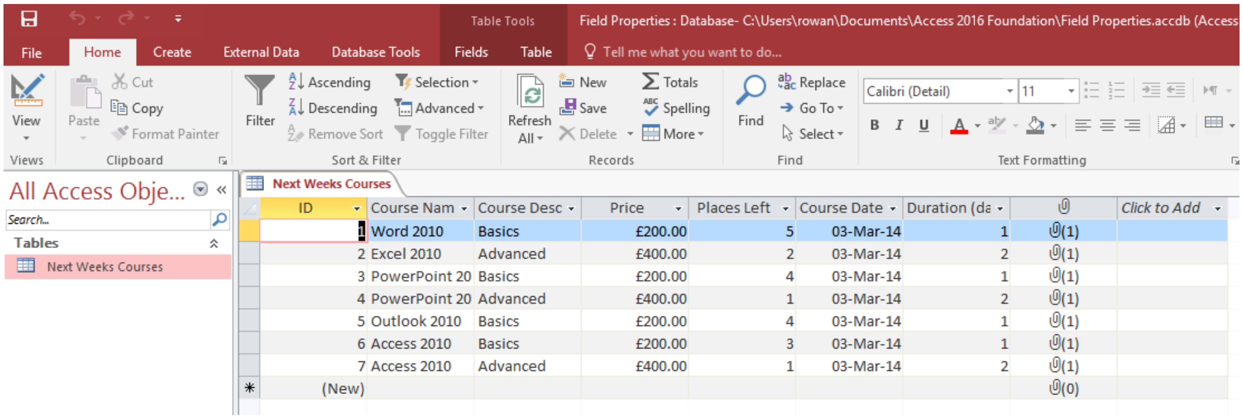
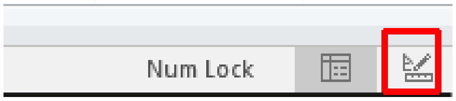


Table Tools
Field Properties : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Field Properties.accdb (Access
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Search...
Tables
Next Weeks Courses

Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	🖇	Click to Add
1	Word 2010	Basics	£200.00	5	03-Mar-14	1	🖇(1)	
2	Excel 2010	Advanced	£400.00	2	03-Mar-14	2	🖇(1)	
3	PowerPoint 20	Basics	£200.00	4	03-Mar-14	1	🖇(1)	
4	PowerPoint 20	Advanced	£400.00	1	03-Mar-14	2	🖇(1)	
5	Outlook 2010	Basics	£200.00	4	03-Mar-14	1	🖇(1)	
6	Access 2010	Basics	£200.00	3	03-Mar-14	1	🖇(1)	
7	Access 2010	Advanced	£400.00	1	03-Mar-14	2	🖇(1)	
(New)							🖇(0)	

- Click on the **Design View** button (bottom-right of the screen) to switch to **Design View**.



- The **Field Properties** section occupies the lower half of the screen.

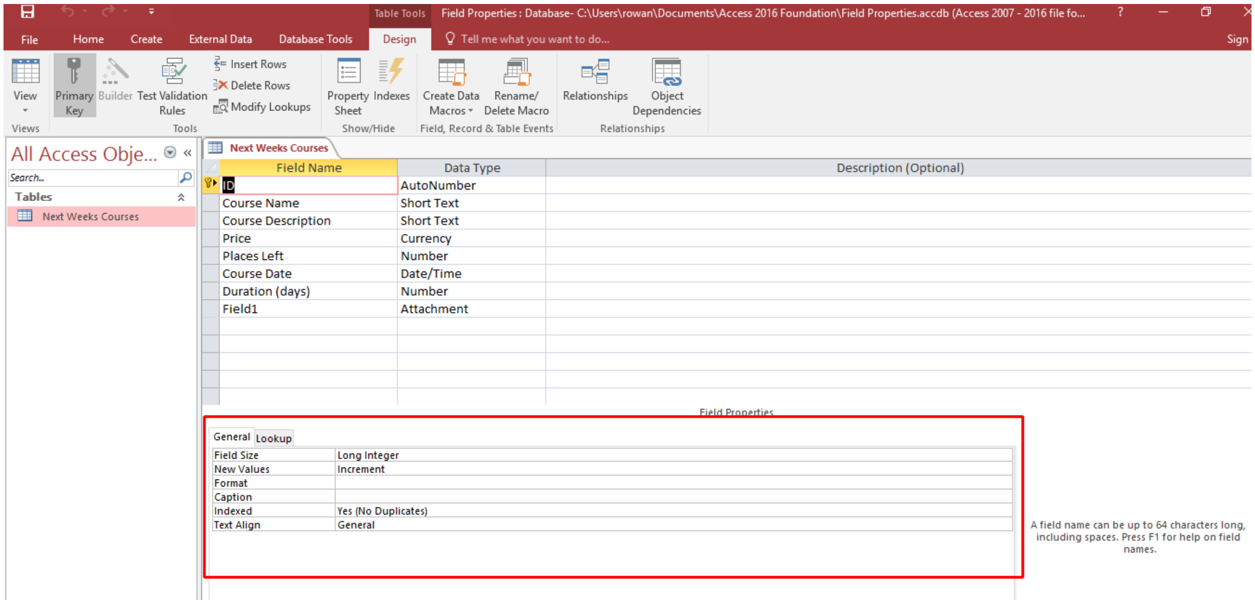
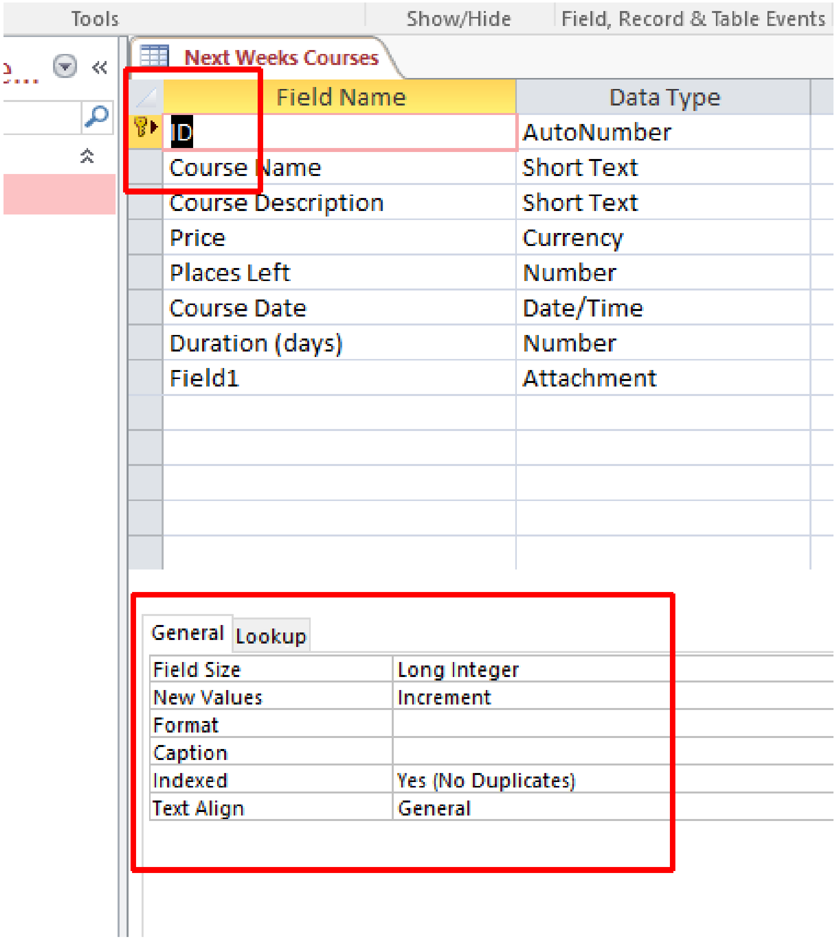


Table Tools
Field Properties : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Field Properties.accdb (Access 2007 - 2016 file fo...
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
Sign
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses
Field Properties
General
Lookup
A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
Course Name	Short Text	
Course Description	Short Text	
Price	Currency	
Places Left	Number	
Course Date	Date/Time	
Duration (days)	Number	
Field1	Attachment	

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

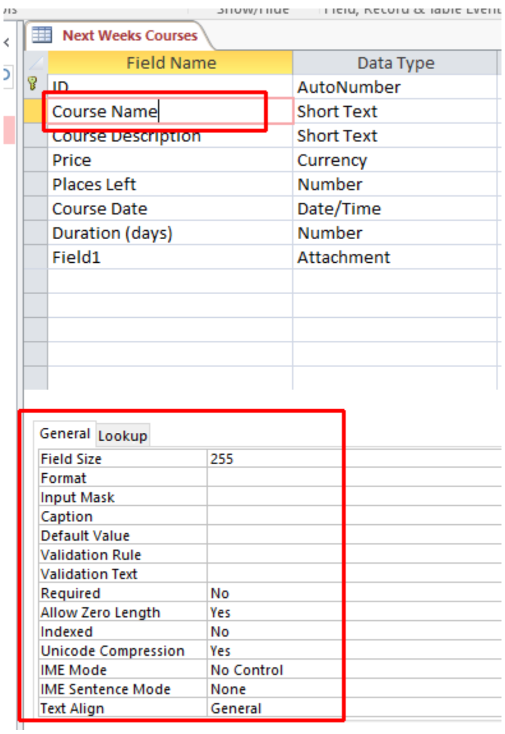
- Click on the **ID** field (in the top section of the window) and you will see the following **field properties** displayed.


Tools
Show/Hide
Field, Record & Table Events
Next Weeks Courses
General
Lookup

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

- Click on the **Course Name** field (in the top section of the window) and you will see the following field properties displayed.



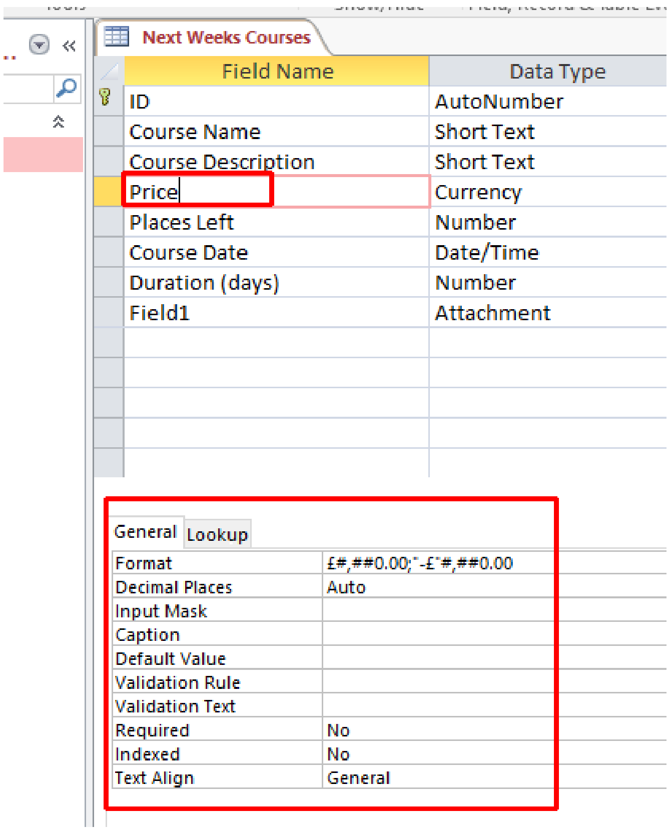
Next Weeks Courses

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

General Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- Click on the **Price** field (in the top section of the window) and you will see the following field properties displayed.



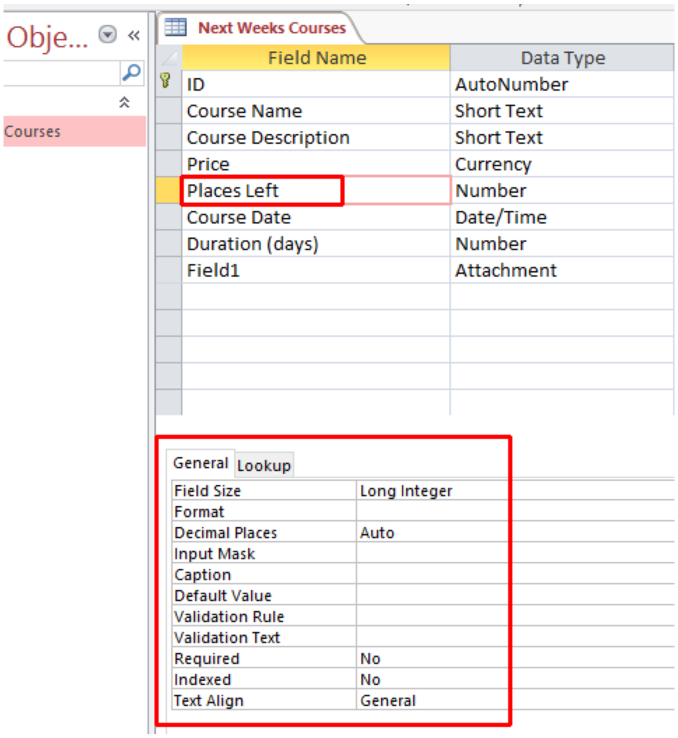
Next Weeks Courses

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

General Lookup

Format	£#,##0.00;"-£"#,##0.00
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

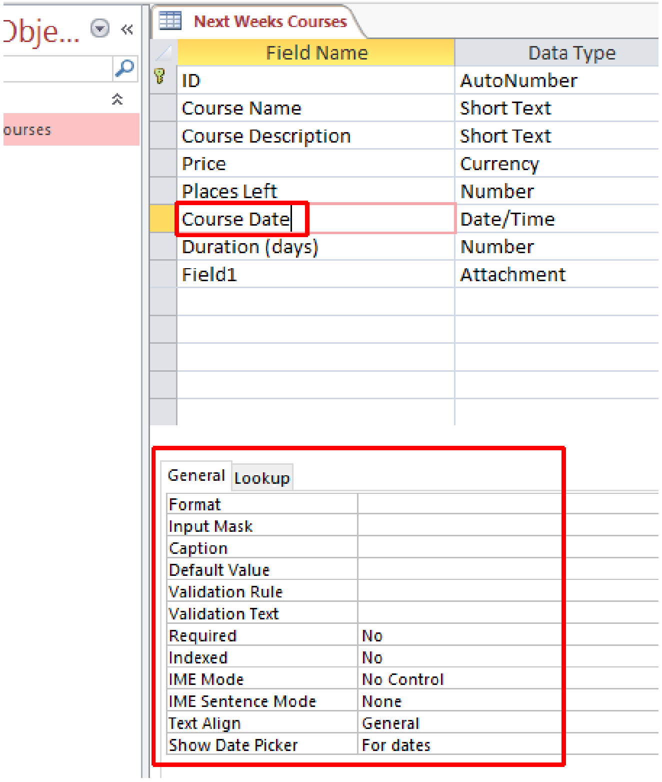
- Click on the **Places Left** field (in the top section of the window) and you will see the following field properties displayed.



Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

- Click on the **Course Date** field (in the top section of the window) and you will see the following field properties displayed.

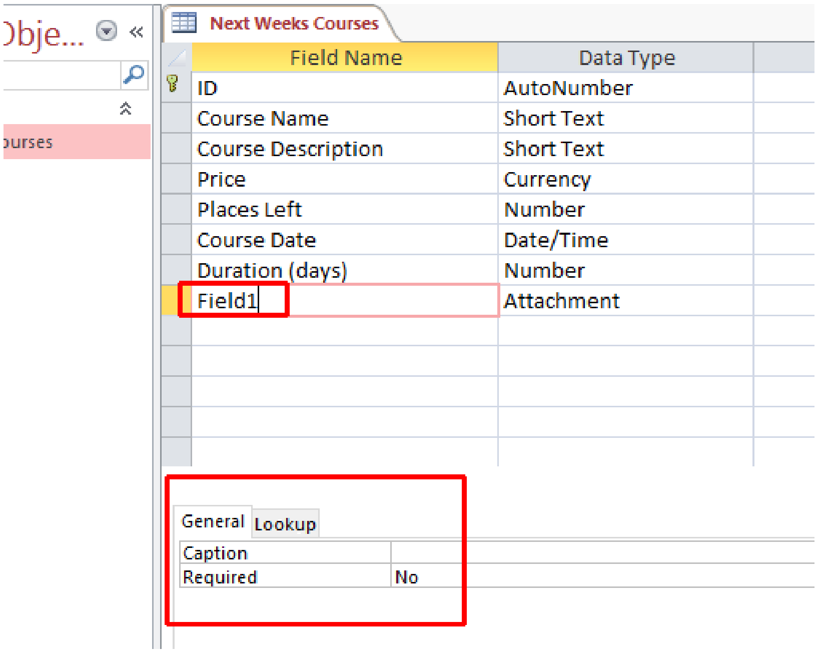


Next Weeks Courses

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

- Click on the **Field1** field (in the top section of the window) and you will see the following field properties displayed.



Next Weeks Courses

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

Caption	
Required	No

- Click within the **Price** field name.

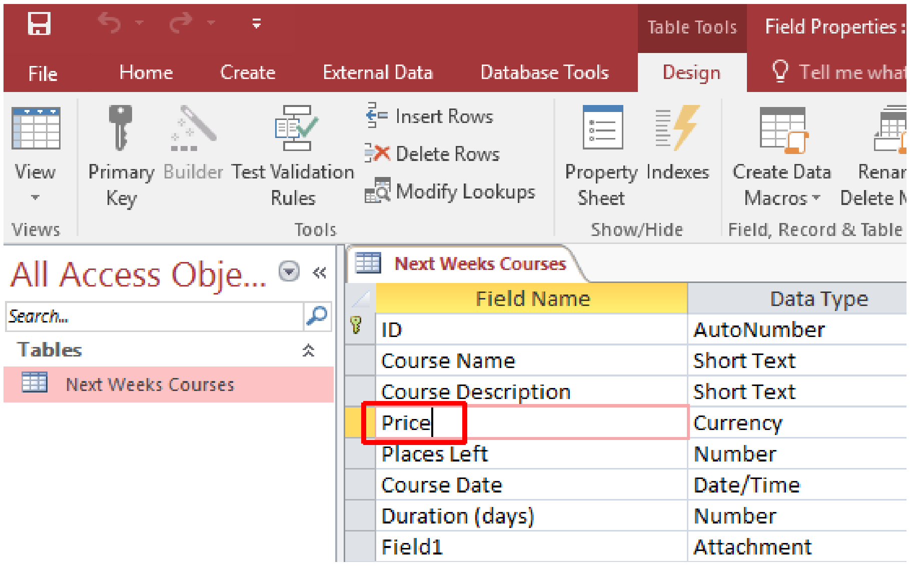
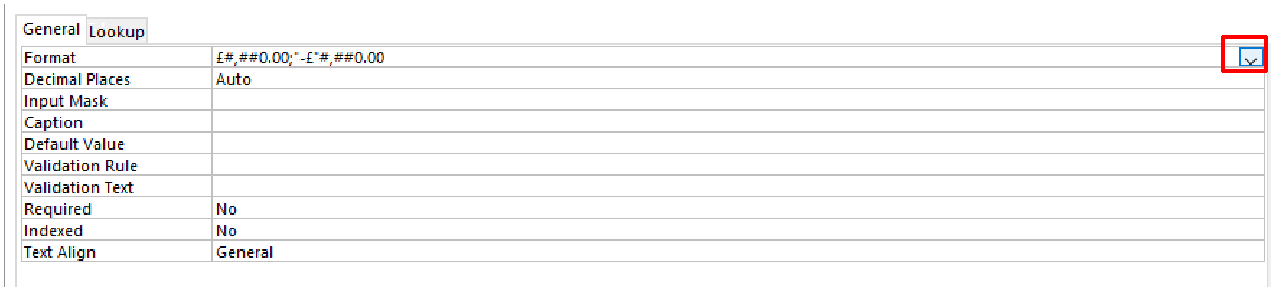


Table Tools
Field Properties
File
Home
Create
External Data
Database Tools
Design
Tell me what
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Renar
Delete N
Views
Tools
Show/Hide
Field, Record & Table
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses

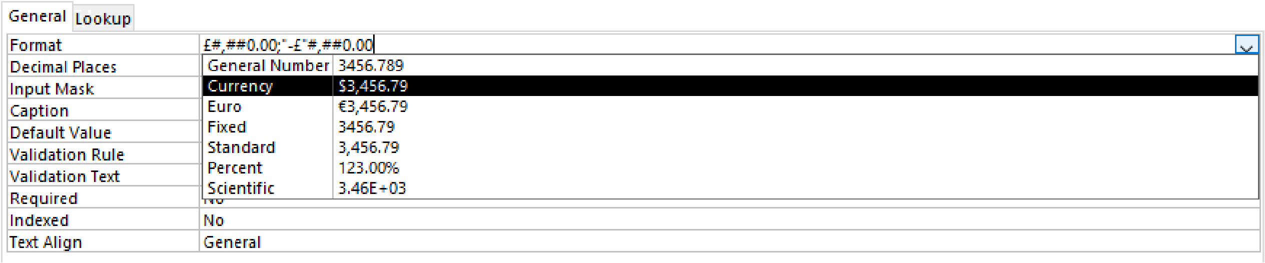
Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

- Within the **Field Properties** section click on the drop down arrow to the right of the **Format** section.


General
Lookup

Format	£#,##0.00;"-£"#,##0.00
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

- A drop down list is displayed.

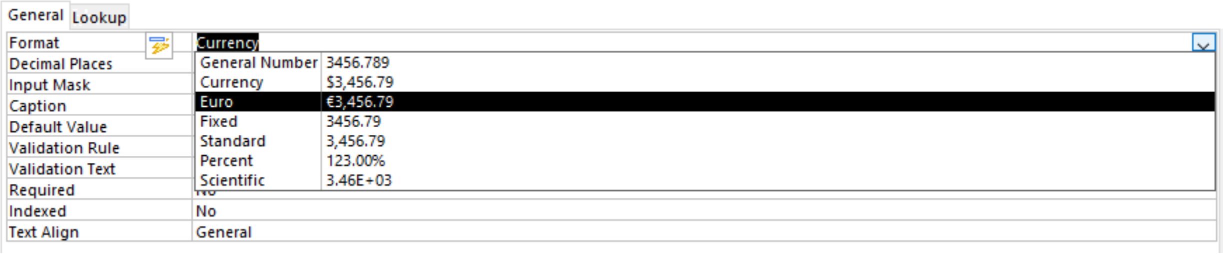

General
Lookup

Format	£#,##0.00;"-£"#,##0.00
Decimal Places	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

General Number	3456.789
Currency	$3,456.79
Euro	€3,456.79
Fixed	3456.79
Standard	3,456.79
Percent	123.00%
Scientific	3.46E+03

- The list displays the options available for the **Currency** data type according to the regional settings of your computer.

- Select a different currency type. In the example below, the **Euro** currency has been selected.

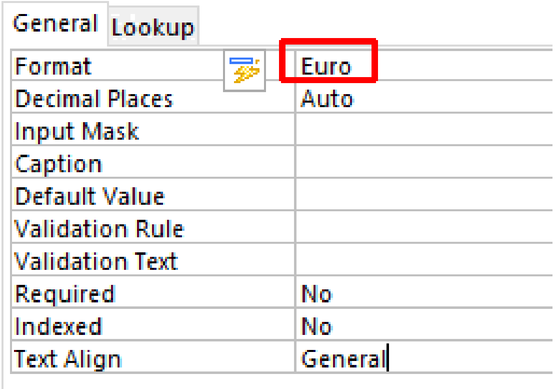


General Lookup

Format	Currency
Decimal Places	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

General Number	3456.789
Currency	$3,456.79
Euro	€3,456.79
Fixed	3456.79
Standard	3,456.79
Percent	123.00%
Scientific	3.46E+03

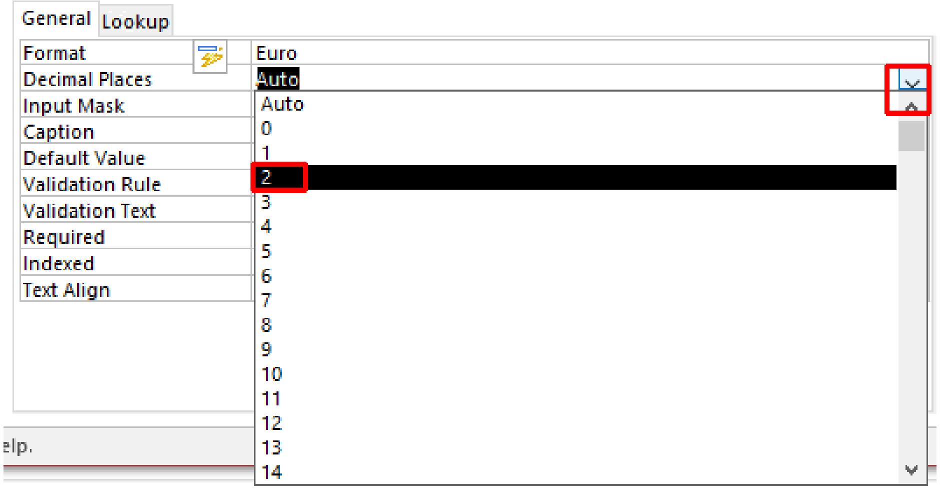
- Once selected the format will be marked as **Euro**, as illustrated.



General Lookup

Format	Euro
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

- Click on to the right of the **Decimal Places** line and as you can see you can set the number of decimal places that will be used. You would normally use the default Auto setting, but in this case select 2 decimal places, as illustrated.

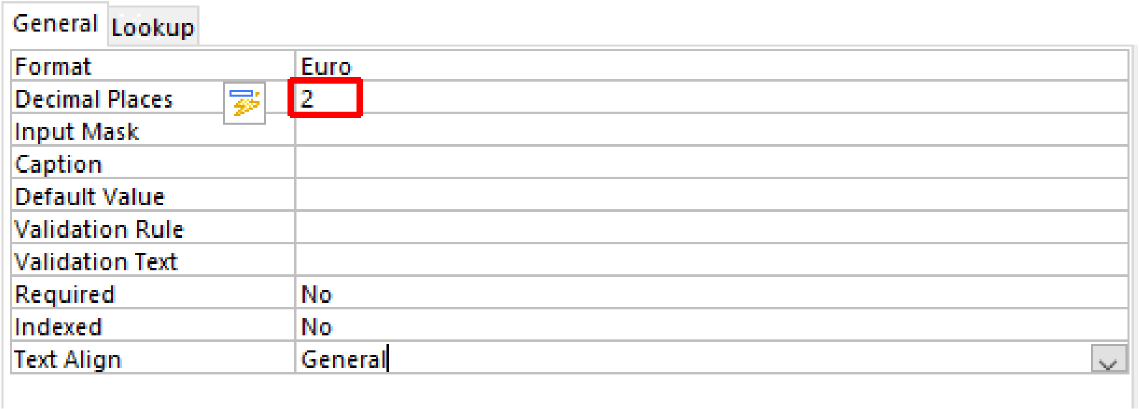


General Lookup

Format	Euro
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	
Indexed	
Text Align	

Auto
0
1
2
3
4
5
6
7
8
9
10
11
12
13
14

- You will now see the **Decimal Places** set to **2**.


General
Lookup

Format	Euro
Decimal Places	2
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

- Click on the **Places Left** field, within the **top section** of the window.

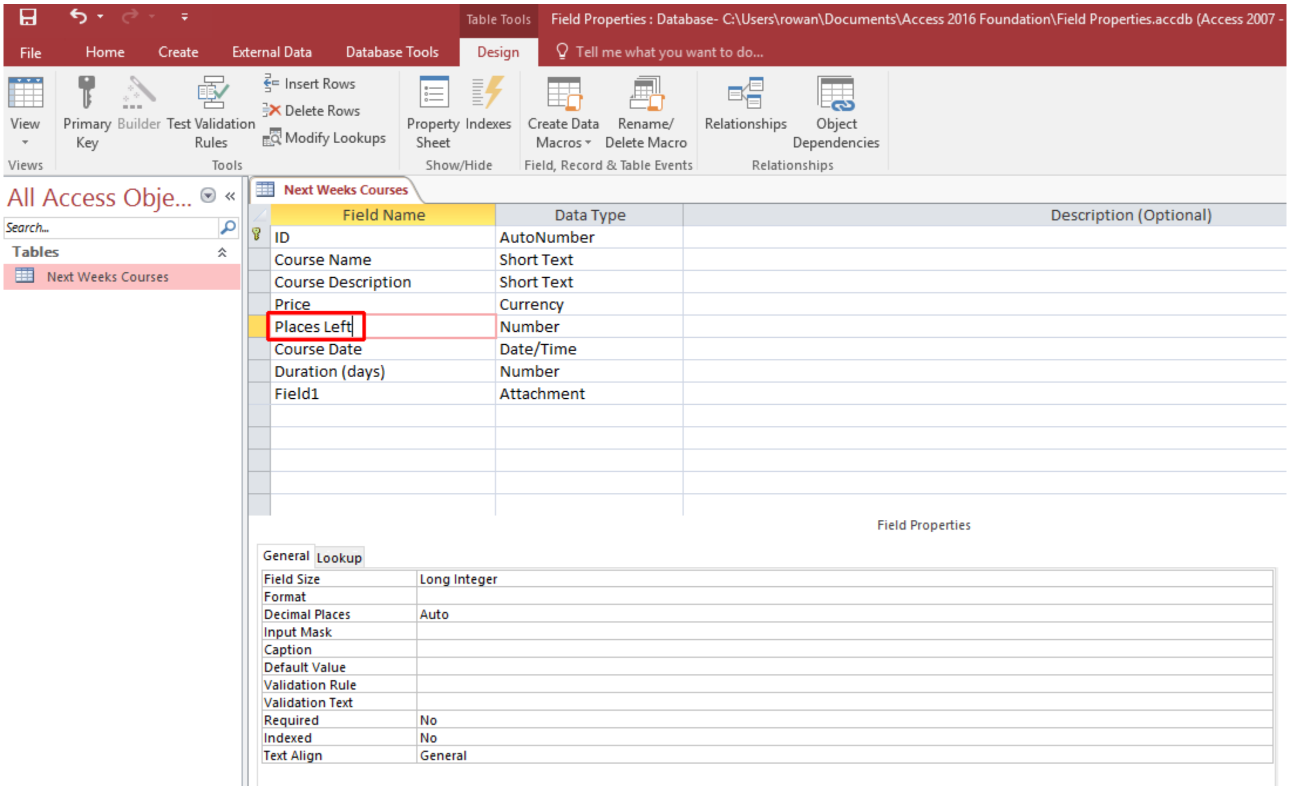
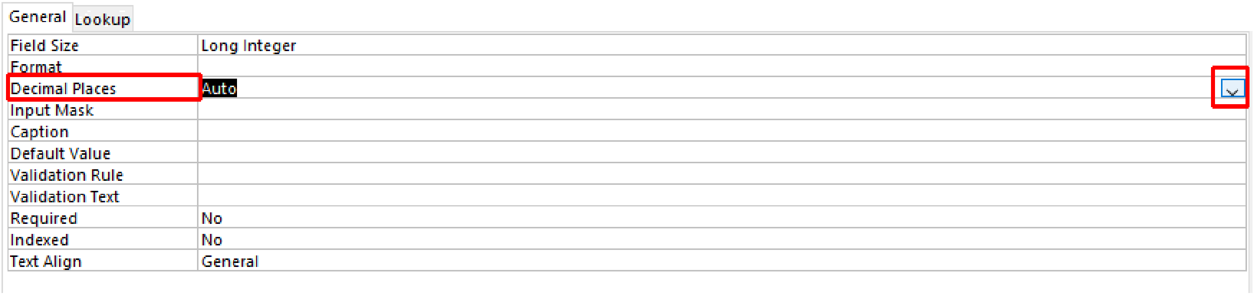


Table Tools
Field Properties : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Field Properties.accdb (Access 2007 -
File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationships
Object Dependencies
Views
Tools
Show/Hide
Field, Record & Table Events
Relationships
All Access Obje...
Search...
Tables
Next Weeks Courses
Next Weeks Courses
Field Properties
General
Lookup

Field Name	Data Type	Description (Optional)
ID	AutoNumber	
Course Name	Short Text	
Course Description	Short Text	
Price	Currency	
Places Left	Number	
Course Date	Date/Time	
Duration (days)	Number	
Field1	Attachment	

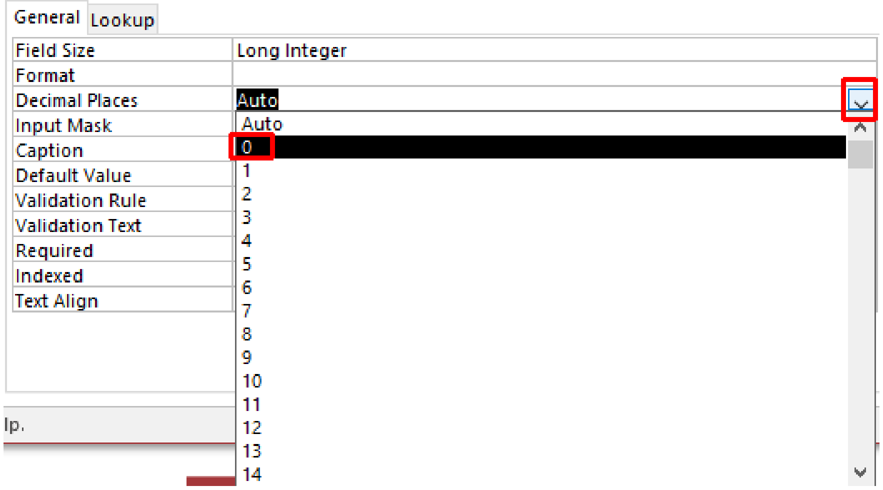
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

- Within the lower, **Field Properties** section click on the **down arrow** displayed to the right of the **Decimal Places**.


General
Lookup

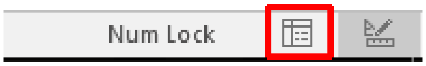
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

- From the drop down list displayed, select **0**.

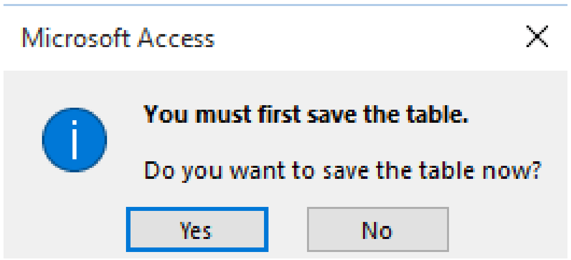

General
Lookup
Auto
0
1
2
3
4
5
6
7
8
9
10
11
12
13
14
lp.

Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	
Indexed	
Text Align	

- Switch back to the **Datasheet View** by clicking on the Datasheet icon at the bottom-right of the screen.



- You will see the following dialog box displayed.

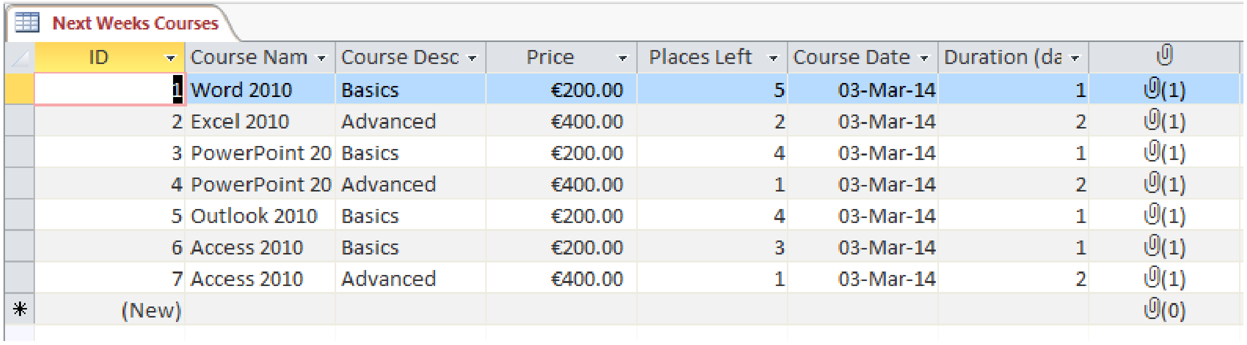


Microsoft Access

You must first save the table.

Do you want to save the table now?

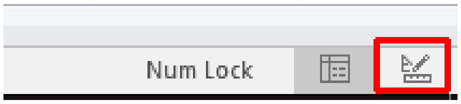
- Click on the **Yes** button to save your changes and you will see the following.



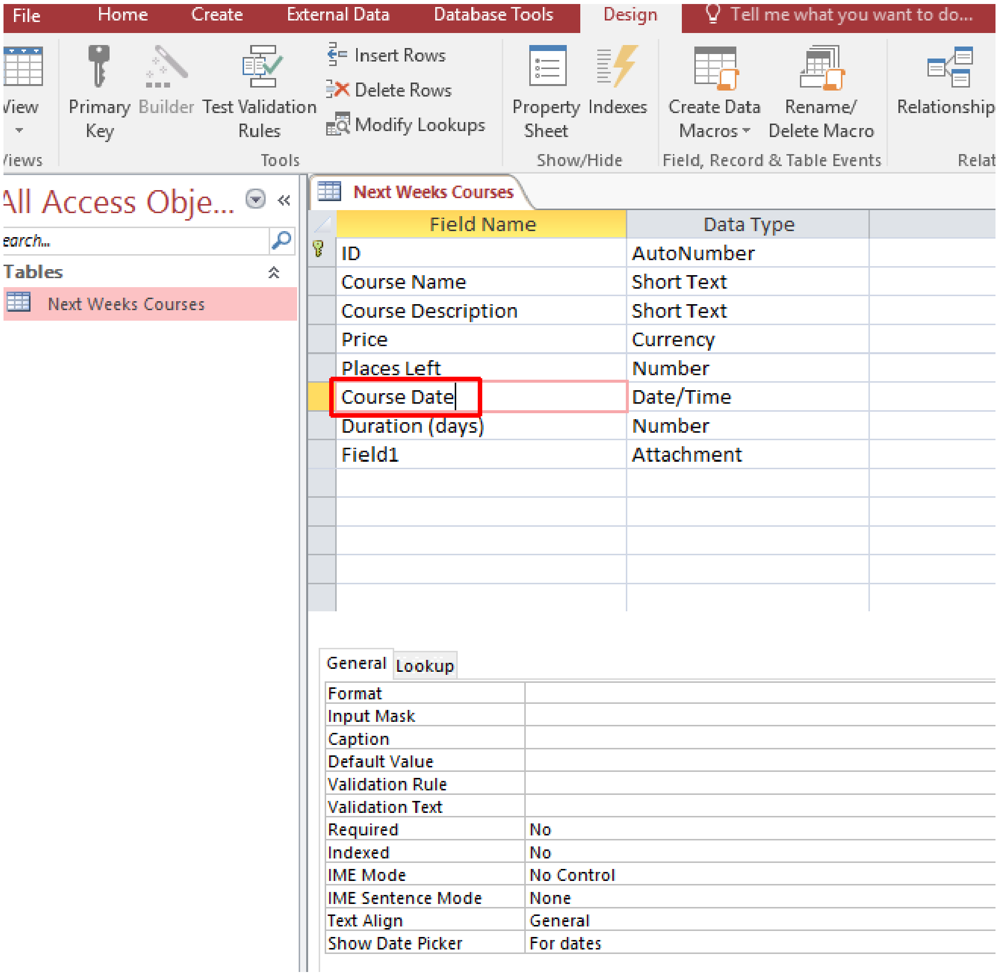
Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎
1	Word 2010	Basics	€200.00	5	03-Mar-14	1	📎(1)
2	Excel 2010	Advanced	€400.00	2	03-Mar-14	2	📎(1)
3	PowerPoint 20	Basics	€200.00	4	03-Mar-14	1	📎(1)
4	PowerPoint 20	Advanced	€400.00	1	03-Mar-14	2	📎(1)
5	Outlook 2010	Basics	€200.00	4	03-Mar-14	1	📎(1)
6	Access 2010	Basics	€200.00	3	03-Mar-14	1	📎(1)
7	Access 2010	Advanced	€400.00	1	03-Mar-14	2	📎(1)
(New)							📎(0)

- Click on the **Design View** icon (bottom-right) to switch back to Design View.



- In the **Field Name** column (displayed in the top section of the dialog box), select **Course Date**.


File
Home
Create
External Data
Database Tools
Design
Tell me what you want to do...
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Relationship
Views
Tools
Show/Hide
Field, Record & Table Events
Relat
All Access Obje...
earch...
Tables
Next Weeks Courses

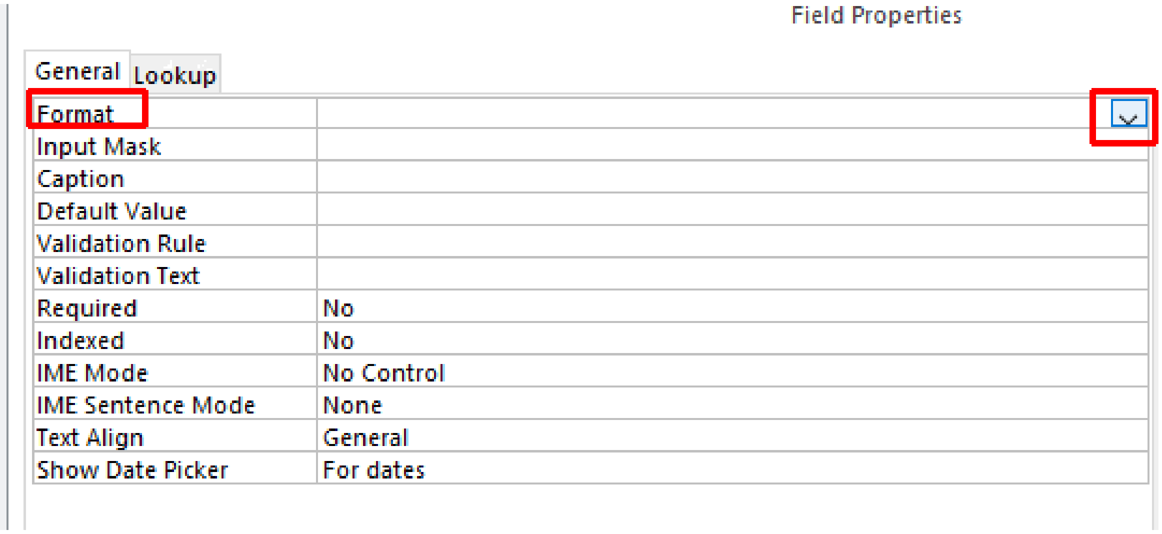
Next Weeks Courses

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

General Lookup

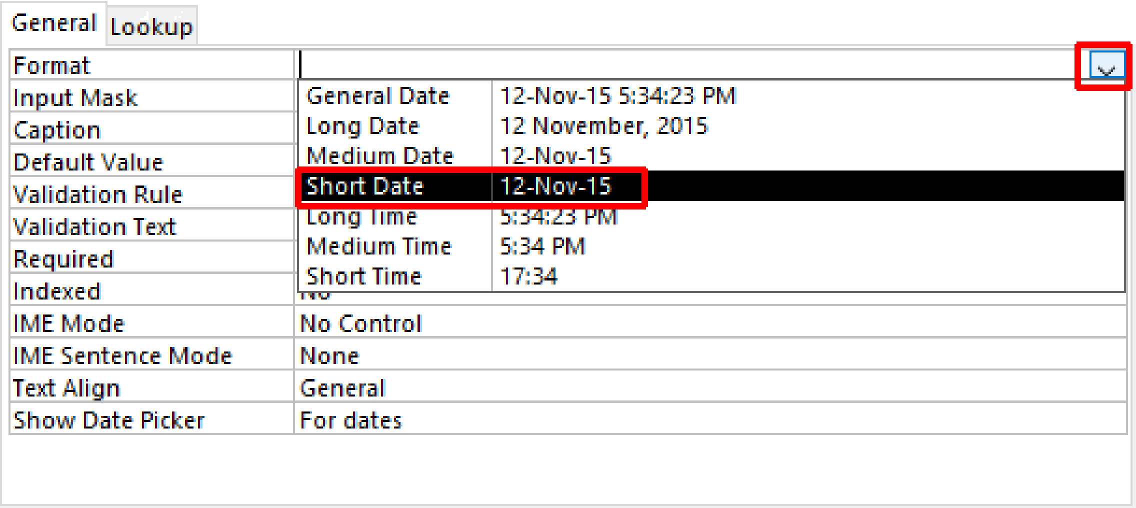
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

- Move down to the **Field Properties** section. Click in the **Format** box and then click on the **down arrow** to view the list of options.



Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

- You will see the following. Select **Short Date**.



General Date	12-Nov-15 5:34:23 PM
Long Date	12 November, 2015
Medium Date	12-Nov-15
Short Date	12-Nov-15
Long Time	5:34:23 PM
Medium Time	5:34 PM
Short Time	17:34

Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

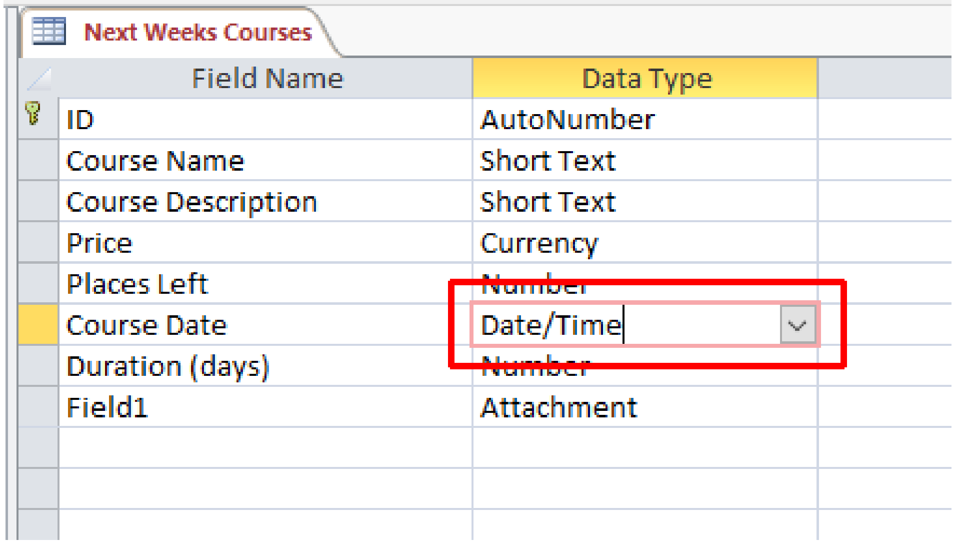
NOTE: Access stores the full date and time information, even when for example; the format is set to display only the **Short Date**.

Input Masks

- Input Masks are used to restrict how data is entered. By forcing users of the database to only enter data in a fixed format this greatly reduces the chances of data input errors.

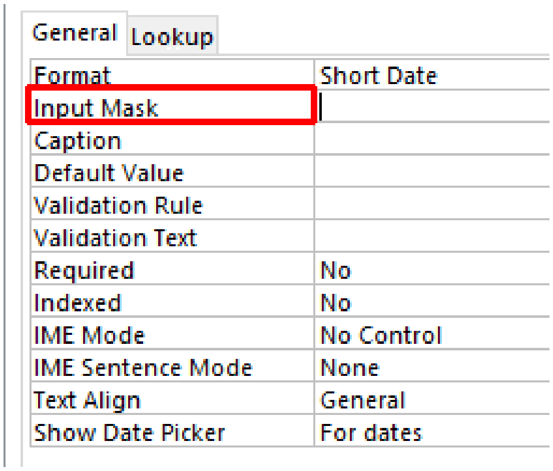
NOTE: Input Masks only work with **Text** and **Date** data types.

- Within the upper section, click on the **Course Date, Data Type** cell, as illustrated below.



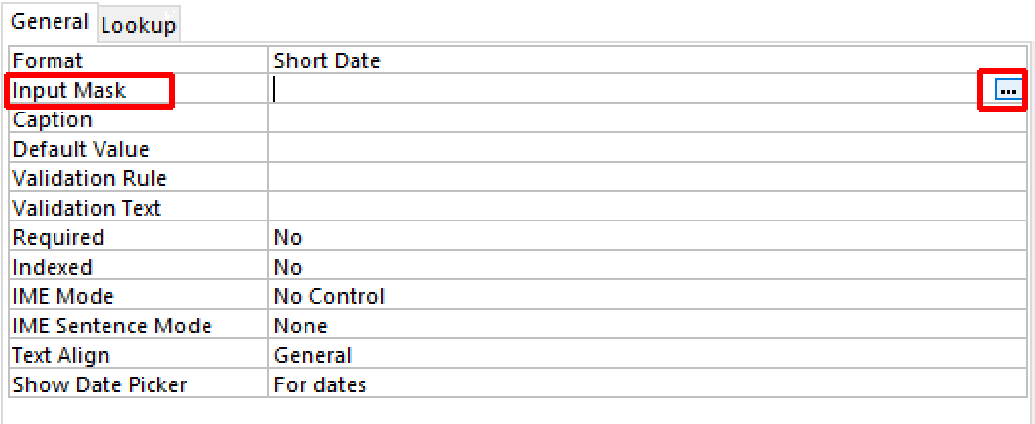
Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

- Look at the bottom of the screen and you will see a table that includes **Input Mask**, as illustrated.



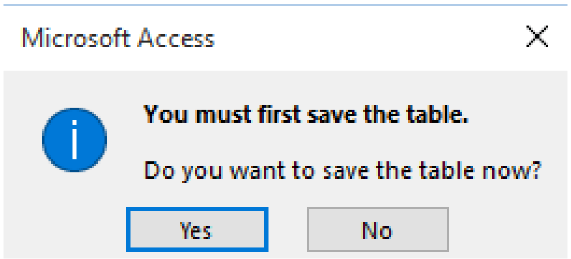
Format	Short Date
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

- Click within the **Input Mask** line.
- Click on the small button containing three dots displayed at the right end of this line.



Format	Short Date
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

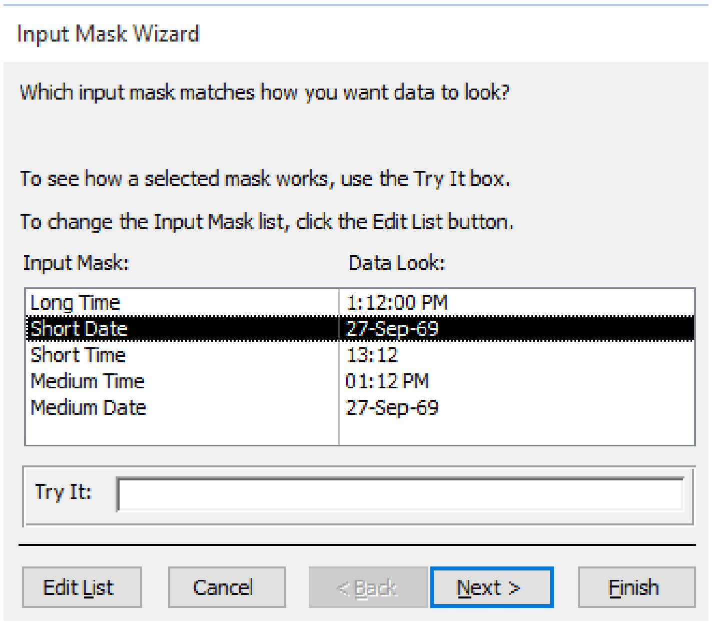
- If prompted to save the table, click on the **Yes** button.



You must first save the table.

Do you want to save the table now?

- The **Input Mask Wizard** dialog box is displayed.



Which input mask matches how you want data to look?

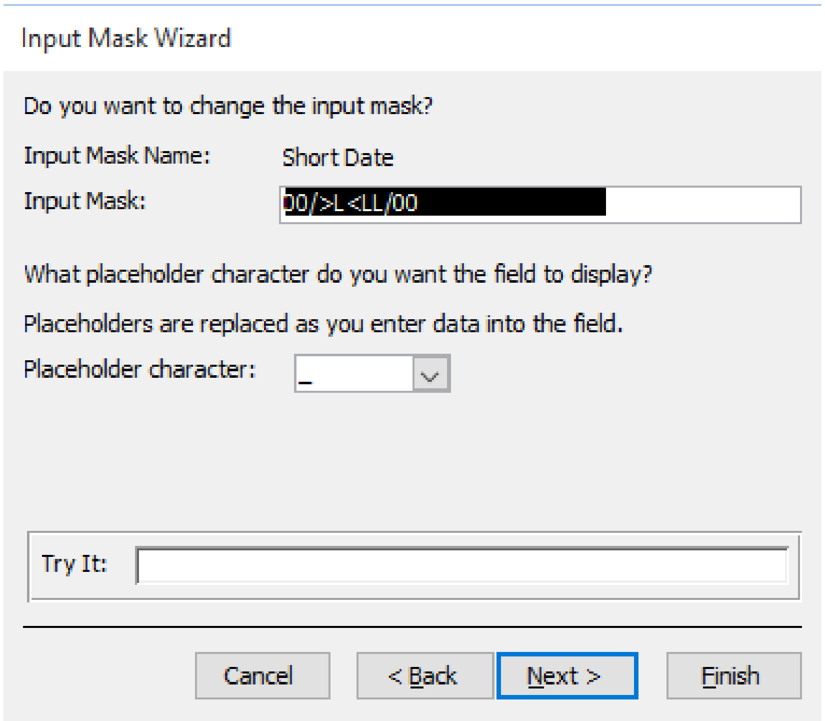
To see how a selected mask works, use the Try It box.

To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:
Long Time	1:12:00 PM
Short Date	27-Sep-69
Short Time	13:12
Medium Time	01:12 PM
Medium Date	27-Sep-69

Try It:

- Select the **Short Date** option, and then click on the **Next** button. Although it is highly unlikely in the case of a date, that you would wish to change the placeholder character, you have the ability to substitute the character, inserting others in their place. Do not make any changes in this case; simply look at what options are available.



Input Mask Wizard

Do you want to change the input mask?

Input Mask Name: Short Date

Input Mask: 00/>L<LL/00

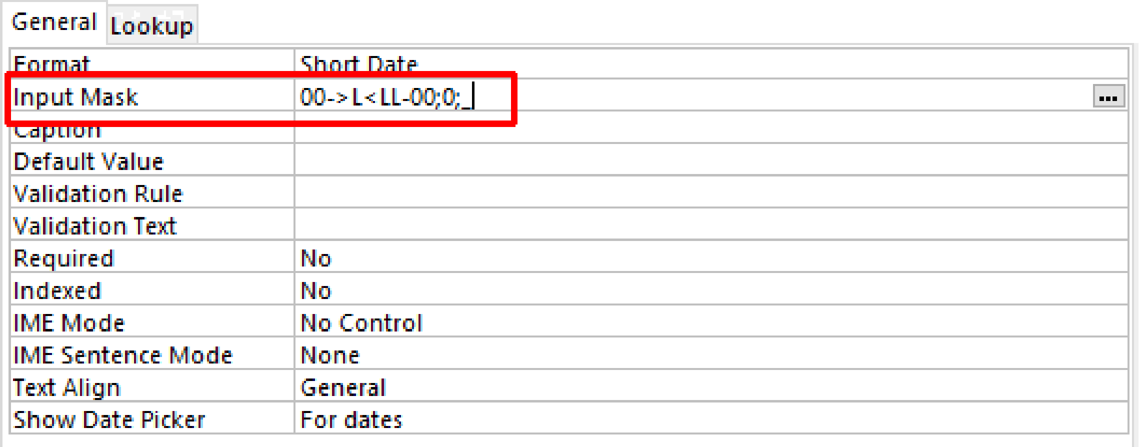
What placeholder character do you want the field to display?

Placeholders are replaced as you enter data into the field.

Placeholder character: _

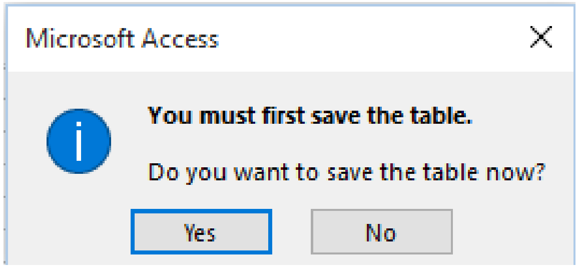
Try It:

- Click on the **Next** button and then the **Finish** button. The **Input Mask** now displays the following.



Format	Short Date
Input Mask	00->L<LL-00;0;_
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

- Click on the **Datasheet View** button (bottom-right) to switch to **Datasheet View**. When prompted, click on the **Yes** button to save the changes.

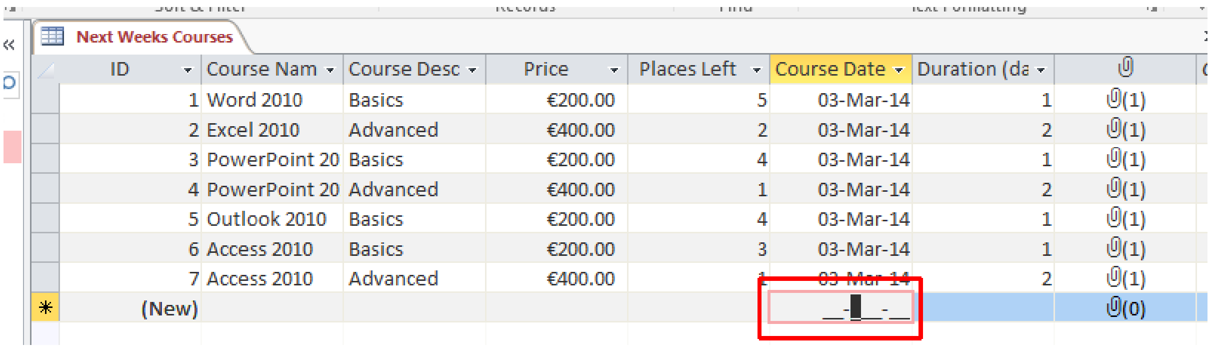


Microsoft Access

You must first save the table.

Do you want to save the table now?

- Using the mouse pointer, select the next blank cell at the bottom of the **Date Received** column.

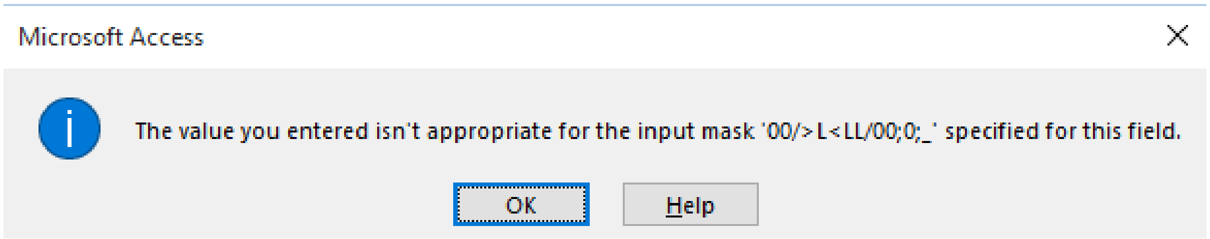


ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎
1	Word 2010	Basics	€200.00	5	03-Mar-14	1	📎(1)
2	Excel 2010	Advanced	€400.00	2	03-Mar-14	2	📎(1)
3	PowerPoint 20	Basics	€200.00	4	03-Mar-14	1	📎(1)
4	PowerPoint 20	Advanced	€400.00	1	03-Mar-14	2	📎(1)
5	Outlook 2010	Basics	€200.00	4	03-Mar-14	1	📎(1)
6	Access 2010	Basics	€200.00	3	03-Mar-14	1	📎(1)
7	Access 2010	Advanced	€400.00	1	03-Mar-14	2	📎(1)
(New)							📎(0)

- Notice the new Input Mask appears. From this point on, each new record added to the database will require the operator to follow the format. No other format will be accepted.

  Using Input Masks with **Text** data type for example, is useful when storing phone numbers. As calculation is not needed, phone numbers are entered into fields configured with the **Text** data type. Following the same approach as the Date / Time input mask will ensure data entry operators will enter in phone numbers according to the mask you have set.

  NOTE: If at any stage incomplete data has been entered into the field using an input mask, you will not be able to move out of the field or select another function until the data is either removed or completed. Access will display the following message.



Microsoft Access

The value you entered isn't appropriate for the input mask '00/>L<LL/00;0;_' specified for this field.

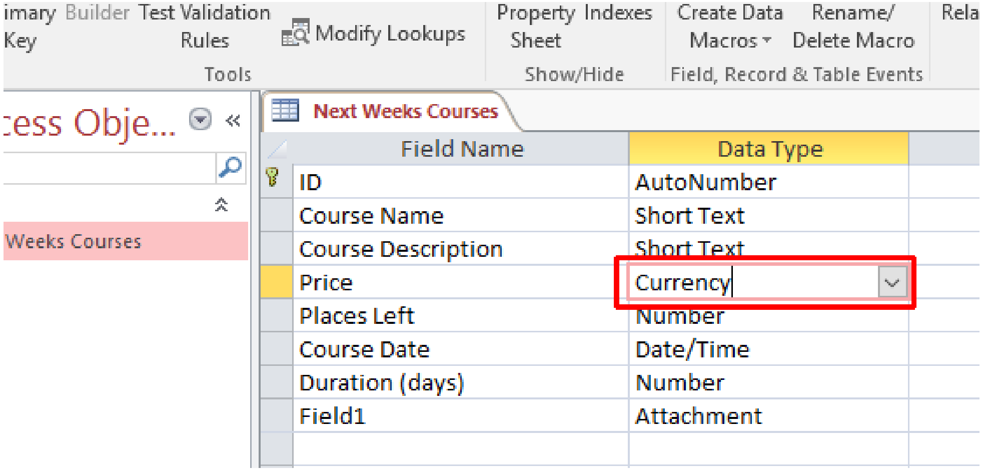
- Click on the **Design View** button (bottom-right) to switch to **Design View**.

Validating Numbers

- Validation rules help to control and therefore limit the type and amount of data users can enter. By providing conditions (criteria), in the form of expressions in the **Validation** property of a field, data entered must match the given conditions to be accepted.

- If the data fails to meet the conditions specified, **Validation Text**, also specified within **Field Properties** below the validation rule, will be displayed prompting the user of the conditions required to meet data entry requirements.

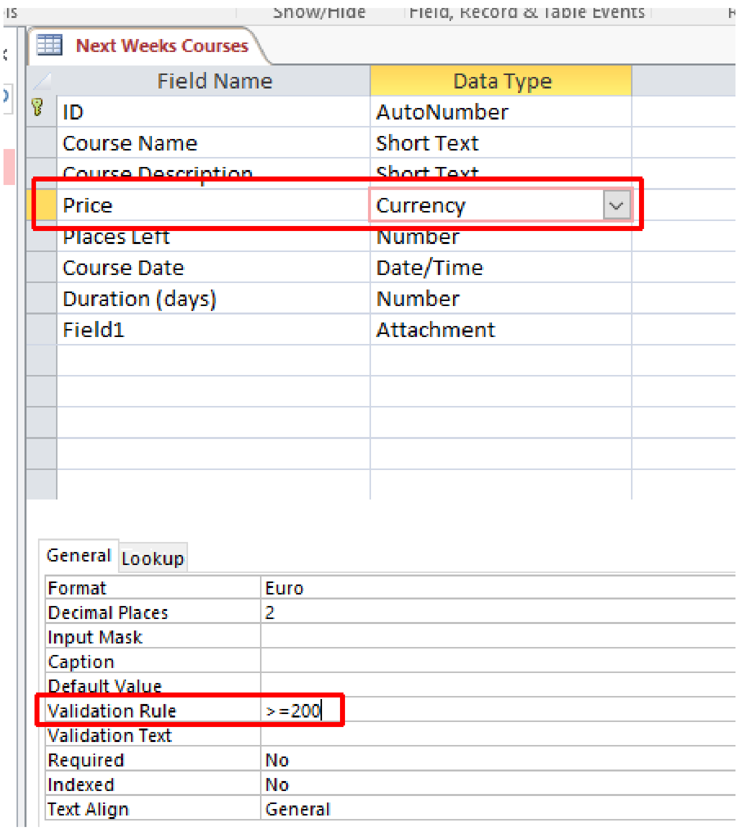
- Select the **Price** field.


imary Key
Builder
Test Validation Rules
Modify Lookups
Tools
Property Sheet
Indexes
Show/Hide
Create Data Macros
Rename/ Delete Macro
Field, Record & Table Events
Rela
ess Obje...
Weeks Courses
Next Weeks Courses

Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

- Click within the **Validation Rule** line and type in:

  >=200

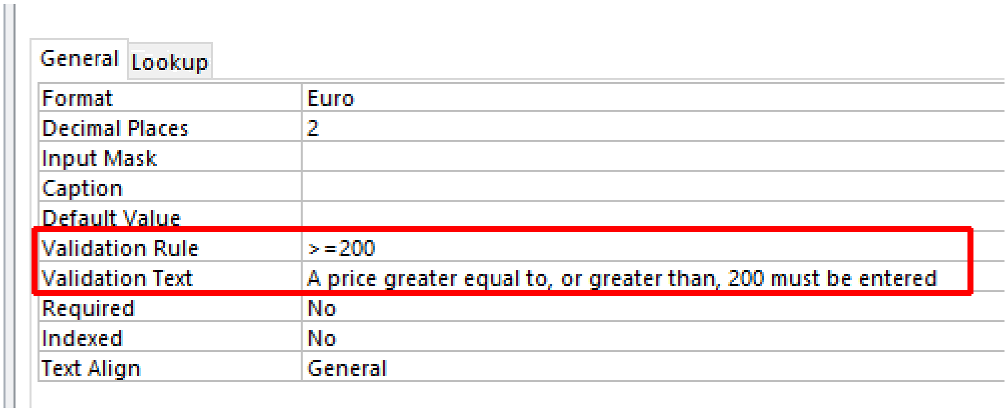


Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

Format	Euro
Decimal Places	2
Input Mask	
Caption	
Default Value	
Validation Rule	>=200
Validation Text	
Required	No
Indexed	No
Text Align	General

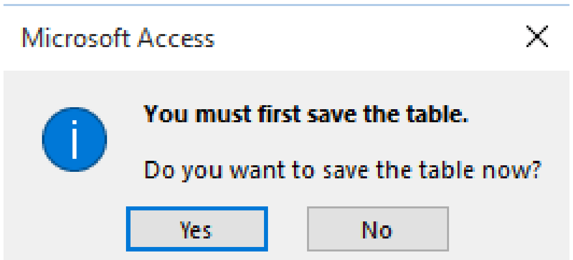
- Press the **Enter** key.
- Within the Validation Text section type in the following line of text

A price greater equal to, or greater than, 200 must be entered



Format	Euro
Decimal Places	2
Input Mask	
Caption	
Default Value	
Validation Rule	>=200
Validation Text	A price greater equal to, or greater than, 200 must be entered
Required	No
Indexed	No
Text Align	General

- Press the **Enter** key.
- Click on the **Datasheet View** button (bottom-right of the screen). You will see the following dialog box displayed.

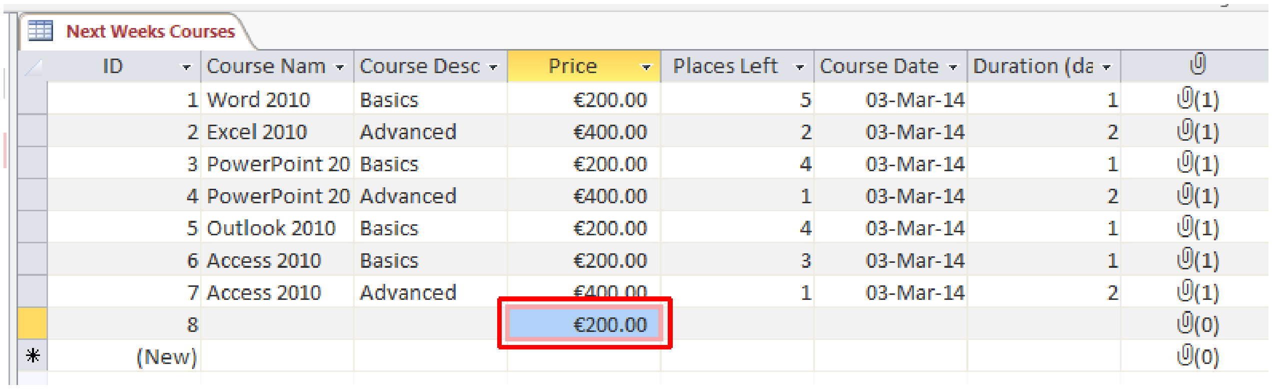


Microsoft Access

You must first save the table.

Do you want to save the table now?

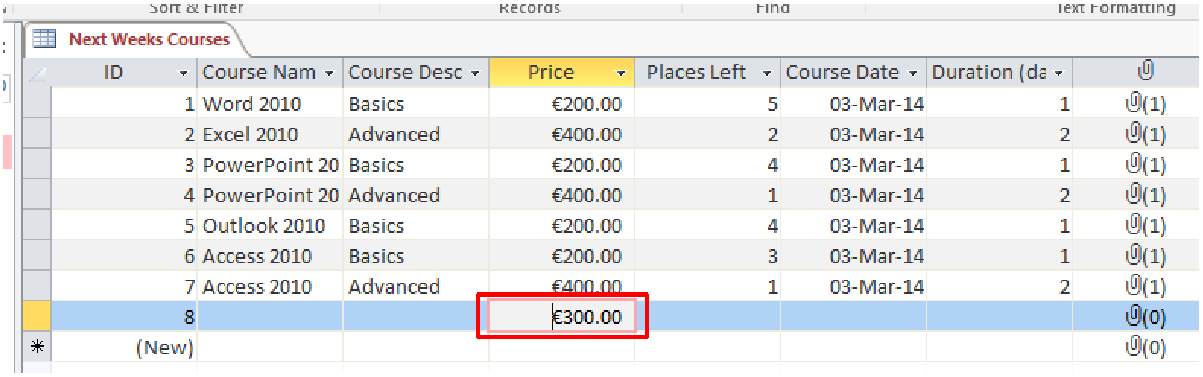
- Click on the **Yes** button.
- Within row 8, under the **Price** column, enter the number **200**, and press the **Enter** key. It will be displayed as illustrated. The validation rule allows the number 200 to be entered so Access accepts this number with no problems.



Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎
1	Word 2010	Basics	€200.00	5	03-Mar-14	1	📎(1)
2	Excel 2010	Advanced	€400.00	2	03-Mar-14	2	📎(1)
3	PowerPoint 20	Basics	€200.00	4	03-Mar-14	1	📎(1)
4	PowerPoint 20	Advanced	€400.00	1	03-Mar-14	2	📎(1)
5	Outlook 2010	Basics	€200.00	4	03-Mar-14	1	📎(1)
6	Access 2010	Basics	€200.00	3	03-Mar-14	1	📎(1)
7	Access 2010	Advanced	€400.00	1	03-Mar-14	2	📎(1)
8			€200.00				📎(0)
(New)							📎(0)

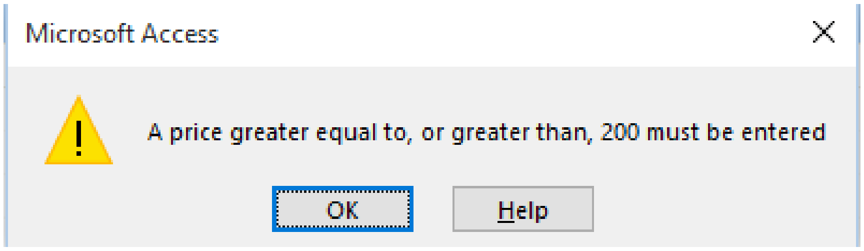
- Try overtyping the value you have just typed with the number 300. Again Access will accept this as you also specified that prices over 200 could be entered.



Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎
1	Word 2010	Basics	€200.00	5	03-Mar-14	1	📎(1)
2	Excel 2010	Advanced	€400.00	2	03-Mar-14	2	📎(1)
3	PowerPoint 20	Basics	€200.00	4	03-Mar-14	1	📎(1)
4	PowerPoint 20	Advanced	€400.00	1	03-Mar-14	2	📎(1)
5	Outlook 2010	Basics	€200.00	4	03-Mar-14	1	📎(1)
6	Access 2010	Basics	€200.00	3	03-Mar-14	1	📎(1)
7	Access 2010	Advanced	€400.00	1	03-Mar-14	2	📎(1)
8			€300.00				📎(0)
(New)							📎(0)

- Now try overtyping the value with **150** and press the **Enter** key. This time you will see an error message displayed, as the validation rule specifies that the price must be 200 or above.

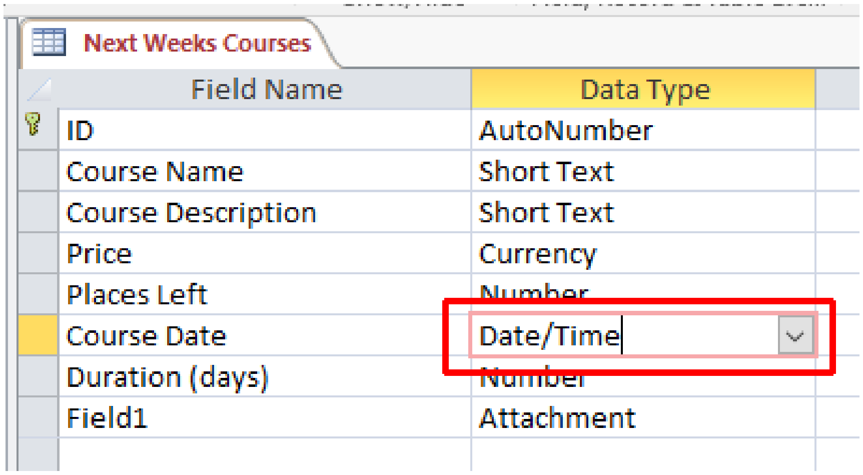


A price greater equal to, or greater than, 200 must be entered

- Click on the **OK** button and enter a valid number such as **400** and press the **Enter** key.

Validating Dates

- Click on the **Design View** button (bottom-right).
- Select the **Course Date** field name.

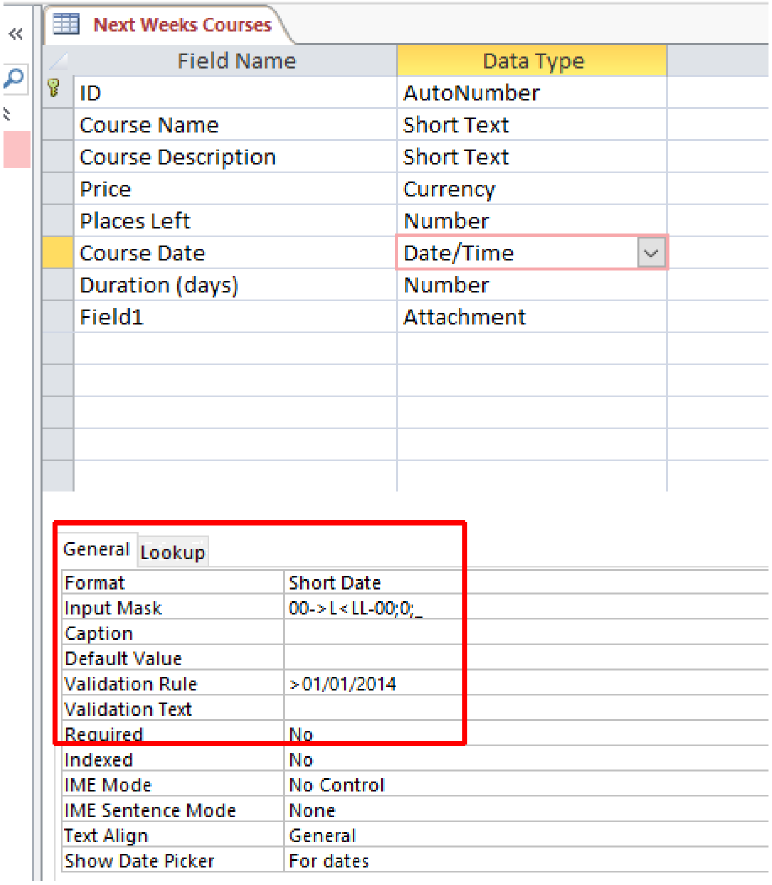


Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

- Make sure that the format is set to **Short Date**.
- Within the **Validation Rule** line type in the following and then press the **Enter** key.

>01/01/2014

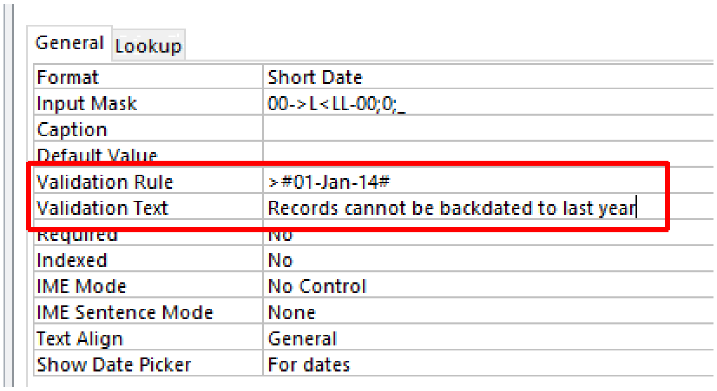
- The screen will now look like this.



Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

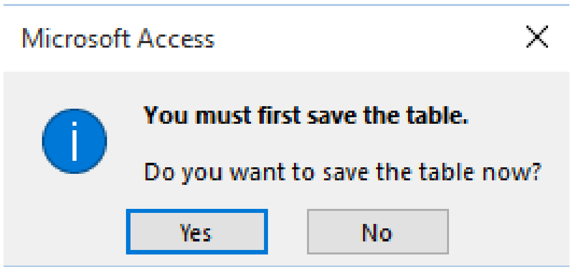
Format	Short Date
Input Mask	00->L<LL-00;0;_
Caption	
Default Value	
Validation Rule	>01/01/2014
Validation Text	
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

- In the Validation Text, type in **Records cannot be backdated to last year**, then press the Enter key.



Format	Short Date
Input Mask	00->L<LL-00;0;_
Caption	
Default Value	
Validation Rule	>#01-Jan-14#
Validation Text	Records cannot be backdated to last year
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

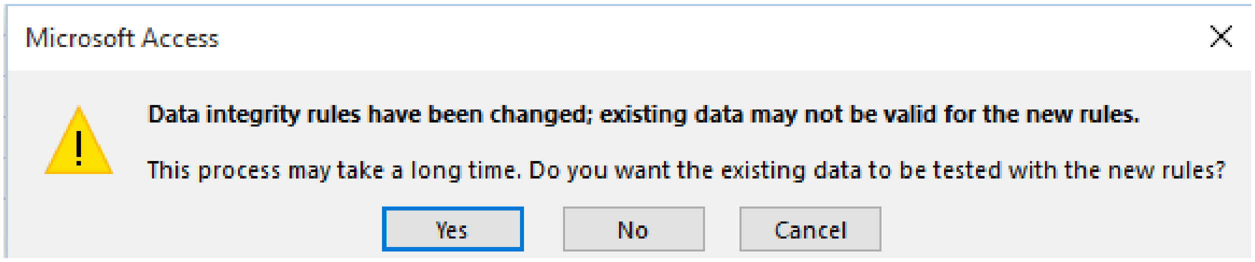
- Click on the **Datasheet View** button (bottom-right of the screen) to switch to **Datasheet View**. When prompted, click on the **Yes** button to save the changes.



You must first save the table.

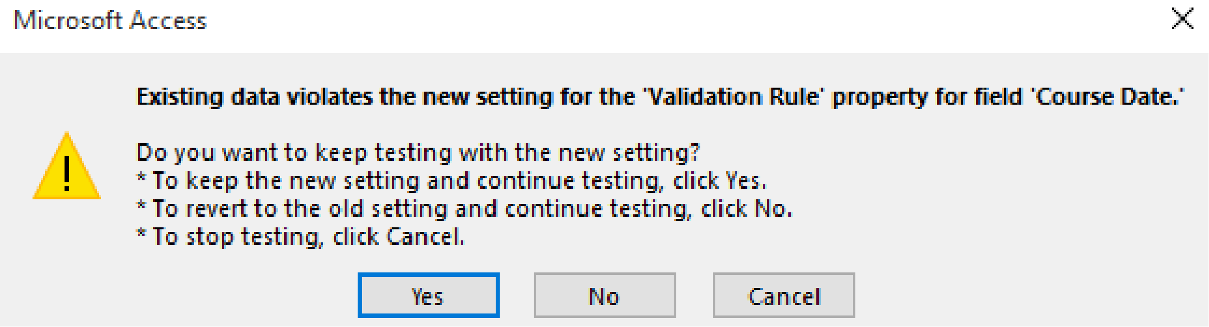
Do you want to save the table now?

- Access notifies you that the Data integrity rules have changed. Click on the **Yes** button. When setting up Validation Rules, data in existing records may not meet the new rules and if that is the case the following will be displayed.



Data integrity rules have been changed; existing data may not be valid for the new rules.

This process may take a long time. Do you want the existing data to be tested with the new rules?



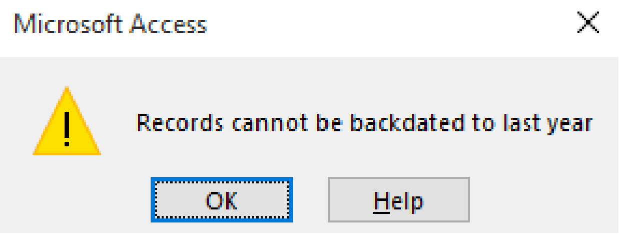
Existing data violates the new setting for the 'Validation Rule' property for field 'Course Date.'

Do you want to keep testing with the new setting?
* To keep the new setting and continue testing, click Yes.
* To revert to the old setting and continue testing, click No.
* To stop testing, click Cancel.

- As we are only interested in making certain all new record entries conform to the rule, click on the **Yes** button to keep the new settings and continue testing.

  NOTE: Access continues checking any other validation rules you added and will inform you if they contain data that fails to meet the rules.

- Within the **Course Date** column, try entering a date such as **03/03/2000**, which clearly is before the validated date specified. You will see the following dialog box displayed.

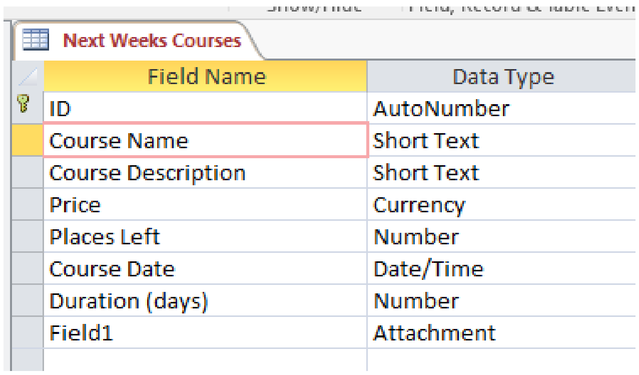

Microsoft Access

Records cannot be backdated to last year

- Click on the **OK** button and overtype the invalid date with a valid date, i.e. after **01/01/2014**, which will fulfil the validation criteria.

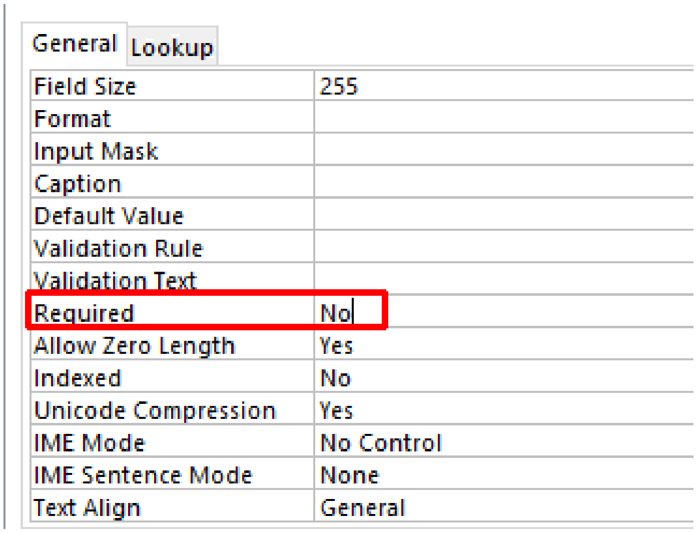
Data Entry Required / Not Required

- A validation rule ensures that data entered into a field meets the rules; however, it does not require data t
- o be entered into a field. You can use the **Required** option to force a user to enter data into a particular field.
- Click on the **Design View** button (bottom-right) and if required save any changes that you have made.
- Click within the **Course Name** field, in the upper part of the window.


Next Weeks Courses

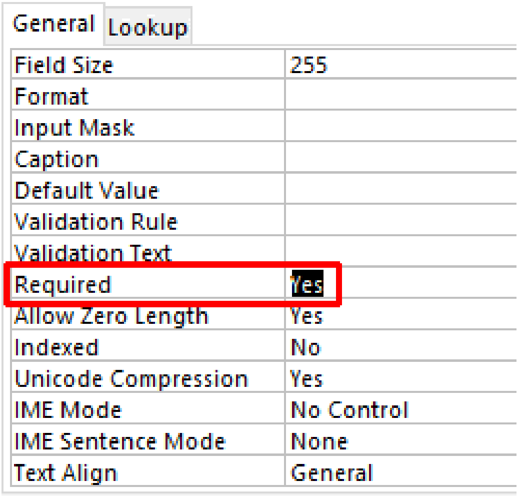
Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

- If you look within the **Field Properties** section, in the lower part of the window, you will see that the **Required** option is set to **No**.



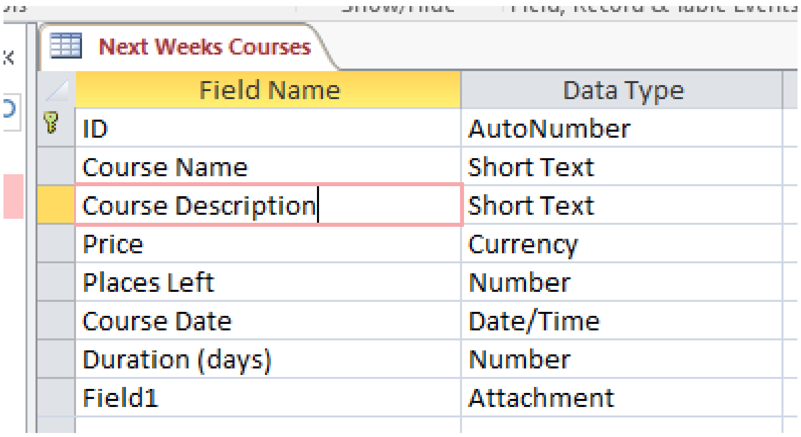
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- Double click on the word **No** and this will toggle to the word **Yes**.



Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

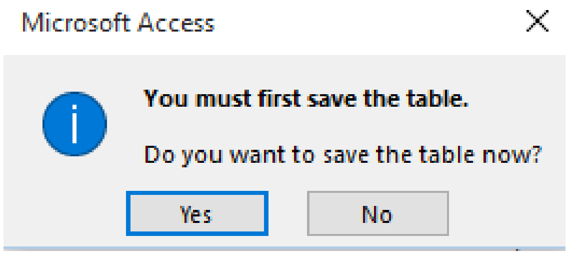
- Click within the **Course Description** field.



Field Name	Data Type
ID	AutoNumber
Course Name	Short Text
Course Description	Short Text
Price	Currency
Places Left	Number
Course Date	Date/Time
Duration (days)	Number
Field1	Attachment

- Within the lower part of the window, set the **Required** option for this field to **Yes**.
- Set the **Required** option for the **Price** field to **Yes**.
- Set the **Required** option for the **Places Left** field to **No**.
- Set the **Required** option for the **Course Date** field to **Yes**.
- Set the **Required** option for the **Duration** field to **Yes**.
- Leave the **Required** option for the **Field1** field set to **No**.

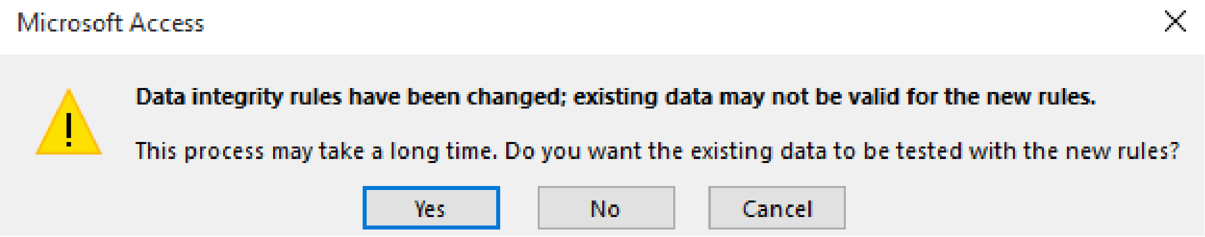
- Click on the **Datasheet** button (bottom-right) to switch to the Datasheet View. When you see the following dialog box, click on the **Yes** button.



You must first save the table.

Do you want to save the table now?

- You may see the following dialog box, click on the **Yes** button.



Data integrity rules have been changed; existing data may not be valid for the new rules.

This process may take a long time. Do you want the existing data to be tested with the new rules?

- Click on the next available row in the **Course Name** column.

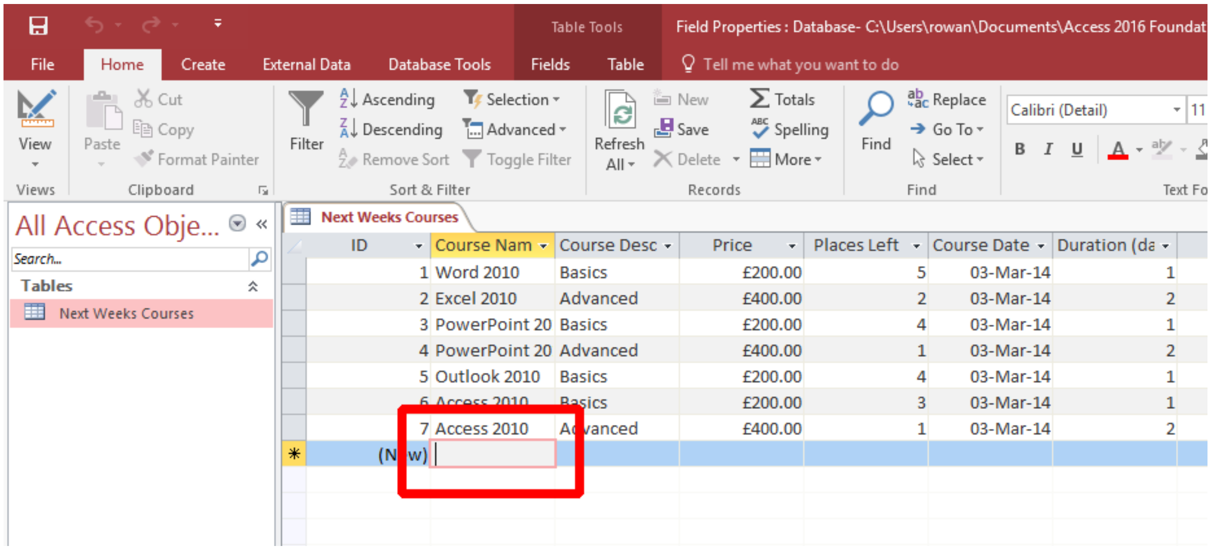
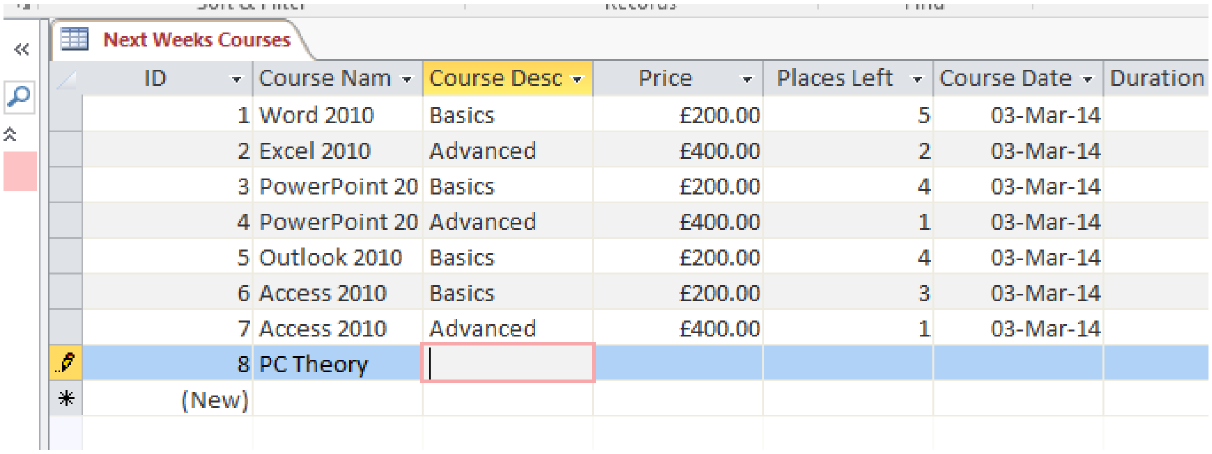


Table Tools
Field Properties : Database- C:\Users\rowan\Documents\Access 2016 Foundat
File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Fo
All Access Obje...
Search...
Tables
Next Weeks Courses

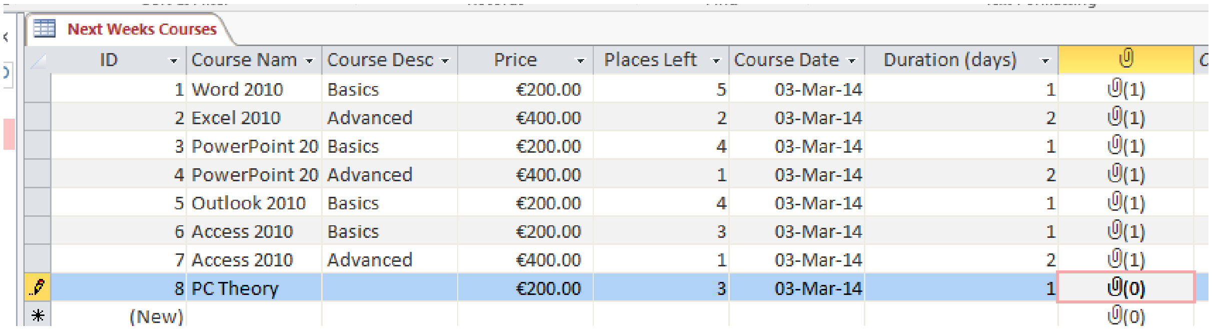
ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da
1	Word 2010	Basics	£200.00	5	03-Mar-14	1
2	Excel 2010	Advanced	£400.00	2	03-Mar-14	2
3	PowerPoint 20	Basics	£200.00	4	03-Mar-14	1
4	PowerPoint 20	Advanced	£400.00	1	03-Mar-14	2
5	Outlook 2010	Basics	£200.00	4	03-Mar-14	1
6	Access 2010	Basics	£200.00	3	03-Mar-14	1
7	Access 2010	Advanced	£400.00	1	03-Mar-14	2
(New)						

- Enter a name for the course, such as **PC Theory** and press the **Enter** key. Your screen will now look like this.


Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration
1	Word 2010	Basics	£200.00	5	03-Mar-14	
2	Excel 2010	Advanced	£400.00	2	03-Mar-14	
3	PowerPoint 20	Basics	£200.00	4	03-Mar-14	
4	PowerPoint 20	Advanced	£400.00	1	03-Mar-14	
5	Outlook 2010	Basics	£200.00	4	03-Mar-14	
6	Access 2010	Basics	£200.00	3	03-Mar-14	
7	Access 2010	Advanced	£400.00	1	03-Mar-14	
8	PC Theory					
(New)						

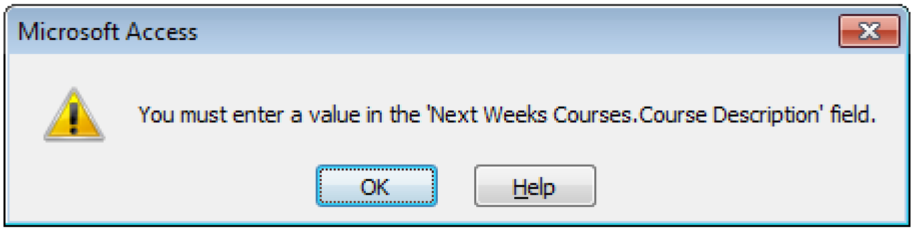
- Press the **Enter** key to jump to the **Price** field. Enter a price of **200**.
- Within the **Course date** field enter a value of **03/03/2014**.
- Within the **Duration** field, enter a value of **1**.
- Click within the **Field1** field. Your screen will now look like this.



Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (days)	📎
1	Word 2010	Basics	€200.00	5	03-Mar-14	1	📎(1)
2	Excel 2010	Advanced	€400.00	2	03-Mar-14	2	📎(1)
3	PowerPoint 20	Basics	€200.00	4	03-Mar-14	1	📎(1)
4	PowerPoint 20	Advanced	€400.00	1	03-Mar-14	2	📎(1)
5	Outlook 2010	Basics	€200.00	4	03-Mar-14	1	📎(1)
6	Access 2010	Basics	€200.00	3	03-Mar-14	1	📎(1)
7	Access 2010	Advanced	€400.00	1	03-Mar-14	2	📎(1)
8	PC Theory		€200.00	3	03-Mar-14	1	📎(0)
(New)							📎(0)

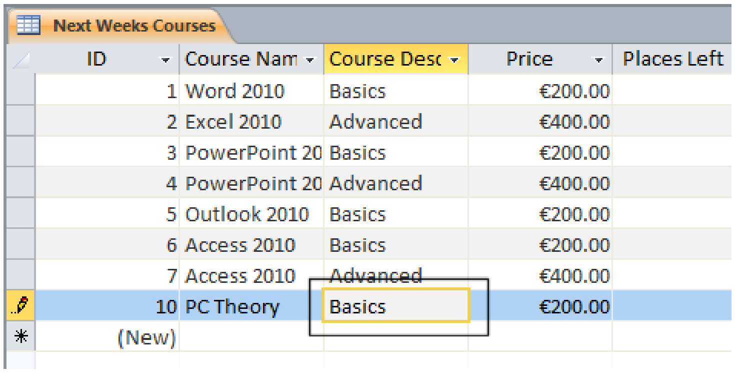
- Press the **Enter** key and you will see the following dialog box displayed. Remember that you set the **Required** setting to **Yes** for the **Course Description**, which is why this warning dialog box is displayed.



Microsoft Access

You must enter a value in the 'Next Weeks Courses.Course Description' field.

- Click on the **OK** button and enter the word **Basics** into the **Course Description** field.



Next Weeks Courses

ID	Course Nam	Course Desc	Price	Places Left
1	Word 2010	Basics	€200.00	
2	Excel 2010	Advanced	€400.00	
3	PowerPoint 20	Basics	€200.00	
4	PowerPoint 20	Advanced	€400.00	
5	Outlook 2010	Basics	€200.00	
6	Access 2010	Basics	€200.00	
7	Access 2010	Advanced	€400.00	
10	PC Theory	Basics	€200.00	
(New)				

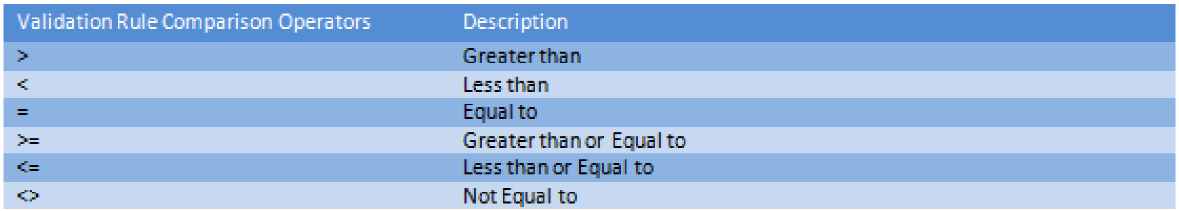
- Press the **Enter** key and you will no longer see any error messages.
- Save your changes and close the Access program.

Field Properties – Reference Materials

- These tables provide a reference guide to some of the most commonly used field properties, along with examples and descriptions.

  NOTE: These operators, wildcards, etc., along with the examples will prove useful when learning about and using queries (covered in a later section), therefore it is worth spending some time familiarizing yourself with them.

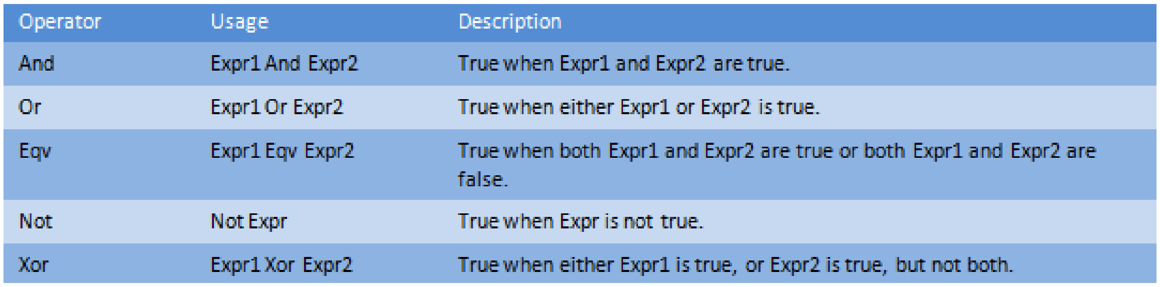
- ***Table – Field Properties – Validation Rule Comparison Operators.***
  The following table contains comparison operators used to ***compare*** values and return a result that is true, false, or null.



Validation Rule Comparison Operators	Description
>	Greater than
<	Less than
=	Equal to
>=	Greater than or Equal to
<=	Less than or Equal to
<>	Not Equal to

Field Properties – Logical Operators

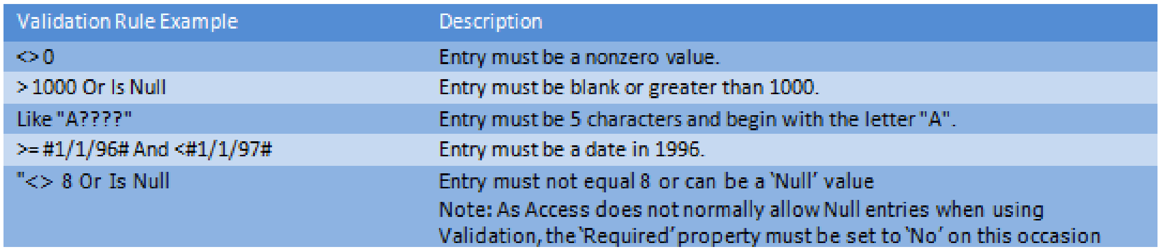
- The following table contains logical operators used to combine two values and return a true, false, or null result.



Operator	Usage	Description
And	Expr1 And Expr2	True when Expr1 and Expr2 are true.
Or	Expr1 Or Expr2	True when either Expr1 or Expr2 is true.
Eqv	Expr1 Eqv Expr2	True when both Expr1 and Expr2 are true or both Expr1 and Expr2 are false.
Not	Not Expr	True when Expr is not true.
Xor	Expr1 Xor Expr2	True when either Expr1 is true, or Expr2 is true, but not both.

Field Properties – Validation Rule Examples

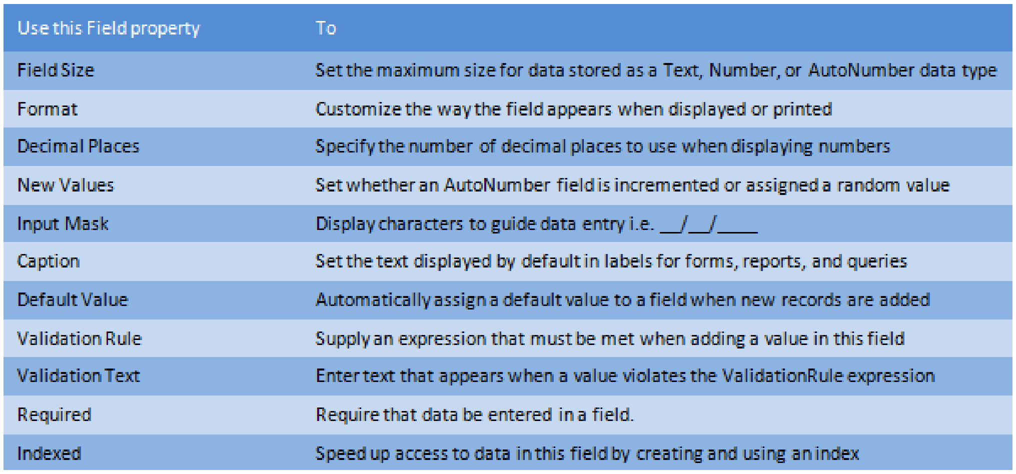
- The following table contains Validation Rule examples and description.



Validation Rule Example	Description
<> 0	Entry must be a nonzero value.
> 1000 Or Is Null	Entry must be blank or greater than 1000.
Like "A????"	Entry must be 5 characters and begin with the letter "A".
>= #1/1/96# And <#1/1/97#	Entry must be a date in 1996.
"<> 8 Or Is Null	Entry must not equal 8 or can be a ‘Null’ value Note: As Access does not normally allow Null entries when using Validation, the ‘Required’ property must be set to ‘No’ on this occasion

Field Properties – General

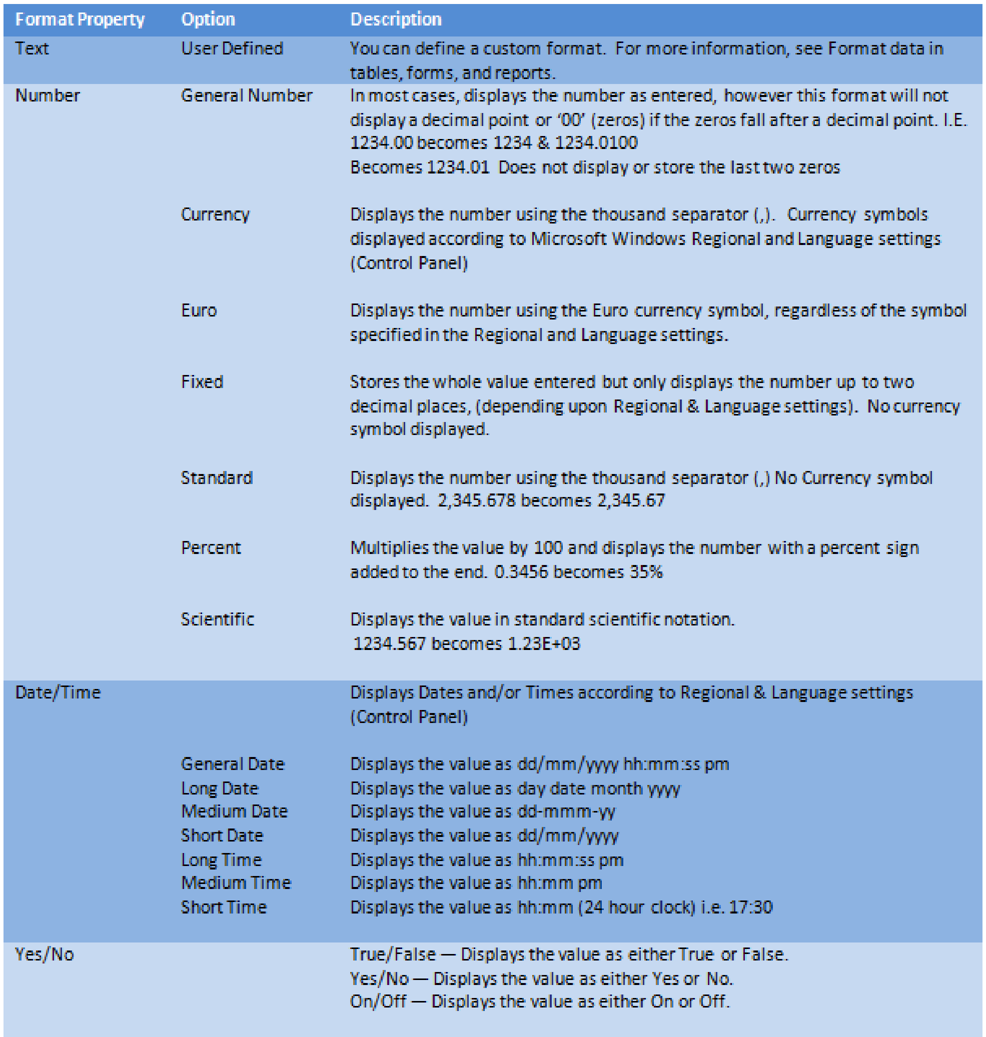
The following table provides a brief description of the purpose of commonly used field properties.



Use this Field property	To
Field Size	Set the maximum size for data stored as a Text, Number, or AutoNumber data type
Format	Customize the way the field appears when displayed or printed
Decimal Places	Specify the number of decimal places to use when displaying numbers
New Values	Set whether an AutoNumber field is incremented or assigned a random value
Input Mask	Display characters to guide data entry i.e. __/__/____
Caption	Set the text displayed by default in labels for forms, reports, and queries
Default Value	Automatically assign a default value to a field when new records are added
Validation Rule	Supply an expression that must be met when adding a value in this field
Validation Text	Enter text that appears when a value violates the ValidationRule expression
Required	Require that data be entered in a field.
Indexed	Speed up access to data in this field by creating and using an index

Field Properties – Format

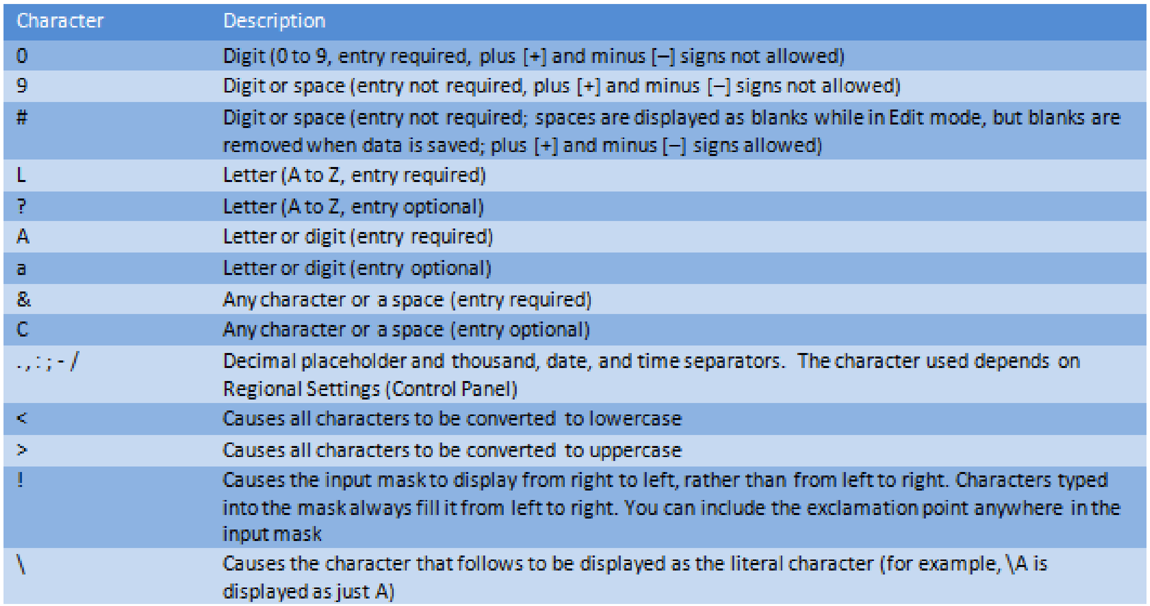
- The following table provide a description of how each of the formats affect the way information is displayed.



Format Property	Option	Description
Text	User Defined	You can define a custom format. For more information, see Format data in tables, forms, and reports.
Number	General Number	In most cases, displays the number as entered, however this format will not display a decimal point or '00' (zeros) if the zeros fall after a decimal point. I.E. 1234.00 becomes 1234 & 1234.0100 Becomes 1234.01 Does not display or store the last two zeros
	Currency	Displays the number using the thousand separator (,). Currency symbols displayed according to Microsoft Windows Regional and Language settings (Control Panel)
	Euro	Displays the number using the Euro currency symbol, regardless of the symbol specified in the Regional and Language settings.
	Fixed	Stores the whole value entered but only displays the number up to two decimal places, (depending upon Regional & Language settings). No currency symbol displayed.
	Standard	Displays the number using the thousand separator (,) No Currency symbol displayed. 2,345.678 becomes 2,345.67
	Percent	Multiplies the value by 100 and displays the number with a percent sign added to the end. 0.3456 becomes 35%
	Scientific	Displays the value in standard scientific notation. 1234.567 becomes 1.23E+03
Date/Time		Displays Dates and/or Times according to Regional & Language settings (Control Panel)
	General Date	Displays the value as dd/mm/yyyy hh:mm:ss pm
	Long Date	Displays the value as day date month yyyy
	Medium Date	Displays the value as dd-mmm-yy
	Short Date	Displays the value as dd/mm/yyyy
	Long Time	Displays the value as hh:mm:ss pm
	Medium Time	Displays the value as hh:mm pm
	Short Time	Displays the value as hh:mm (24 hour clock) i.e. 17:30
Yes/No		True/False — Displays the value as either True or False. Yes/No — Displays the value as either Yes or No. On/Off — Displays the value as either On or Off.

Field Properties – Input Mask Characters

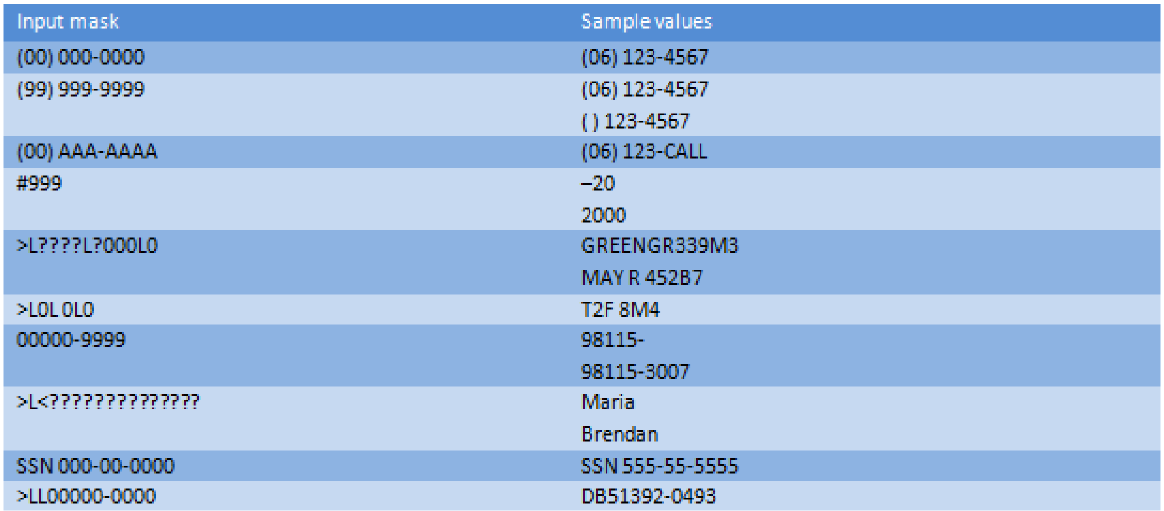
- The following characters can be used to define an input mask.



Character	Description
0	Digit (0 to 9, entry required, plus [+] and minus [–] signs not allowed)
9	Digit or space (entry not required, plus [+] and minus [–] signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [–] signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
. , : ; - /	Decimal placeholder and thousand, date, and time separators. The character used depends on Regional Settings (Control Panel)
<	Causes all characters to be converted to lowercase
>	Causes all characters to be converted to uppercase
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)

Field Properties – Input Mask Examples

- The following characters can be used to define an input mask.



Input mask	Sample values
(00) 000-0000	(06) 123-4567
(99) 999-9999	(06) 123-4567 ( ) 123-4567
(00) AAA-AAAA	(06) 123-CALL
#999	–20 2000
>L????L?000L0	GREENGR339M3 MAY R 452B7
>L0L 0L0	T2F 8M4
00000-9999	98115- 98115-3007
>L<??????????????	Maria Brendan
SSN 000-00-0000	SSN 555-55-5555
>LL00000-0000	DB51392-0493

Manipulating Tables & Records in Access 2016

Renaming a table

- Start the Access program.
- Open a database called **Tables and Records**.

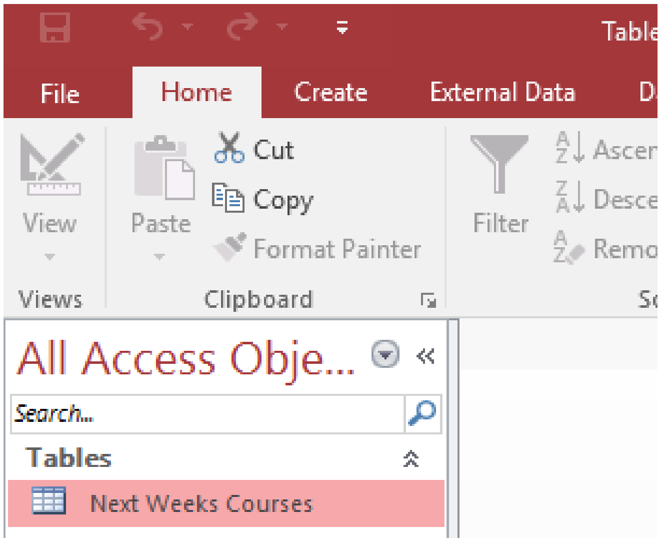
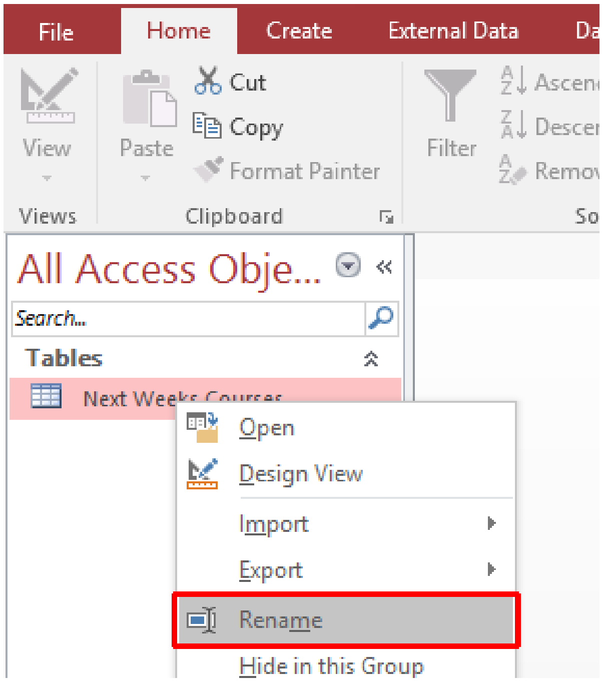
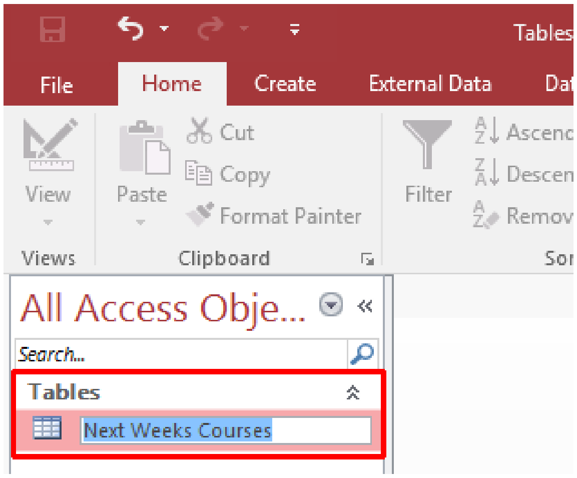


Table
File
Home
Create
External Data
D
View
Paste
Cut
Copy
Format Painter
Filter
Ascen
Desce
Remo
Views
Clipboard
So
All Access Obje...
Search...
Tables
Next Weeks Courses

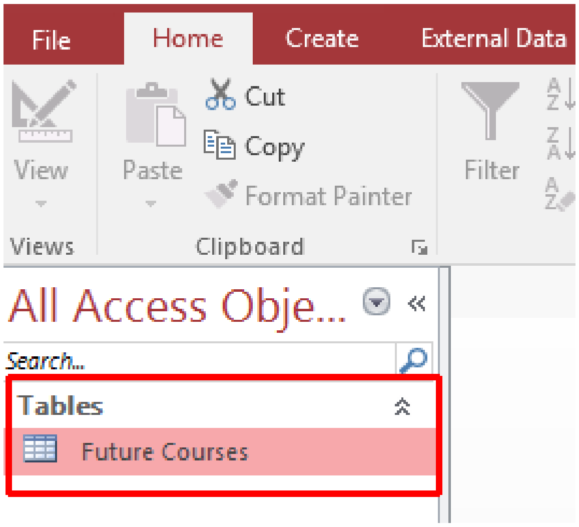
- Select (**but do not open**) the table called **Next Weeks Courses**. Right click on the table and from the popup list displayed select the **Rename** command.


File
Home
Create
External Data
View
Paste
Cut
Copy
Format Painter
Filter
Views
Clipboard
All Access Obje...
Search...
Tables
Next Weeks Courses
Open
Design View
Import
Export
Rename
Hide in this Group

- The table name is now displayed in editing mode.


Tables
File
Home
Create
External Data
View
Paste
Cut
Copy
Format Painter
Filter
Views
Clipboard
All Access Obje...
Search...
Tables
Next Weeks Courses

- Type in **Future Courses** and press the **Enter** key.


File
Home
Create
External Data
View
Paste
Cut
Copy
Format Painter
Filter
Views
Clipboard
All Access Obje...
Search...
Tables
Future Courses

- Double click on the table to open it. The table object tab now displays the new name, **Future Courses**.

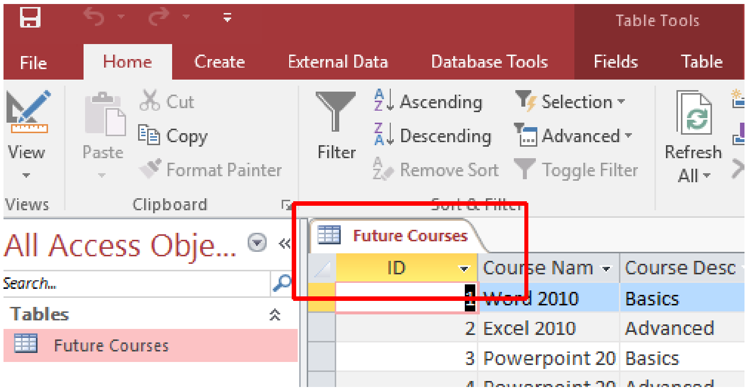


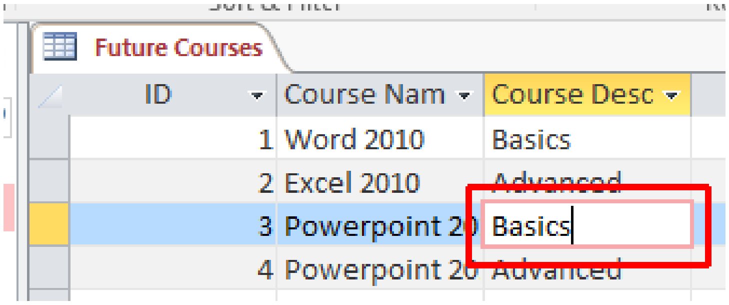
Table Tools
File
Home
Create
External Data
Database Tools
Fields
Table
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
Views
Clipboard
Sort & Filter
All Access Obje...
Search...
Tables
Future Courses

Future Courses

ID	Course Nam	Course Desc
1	Word 2010	Basics
2	Excel 2010	Advanced
3	Powerpoint 20	Basics

Editing data within a record

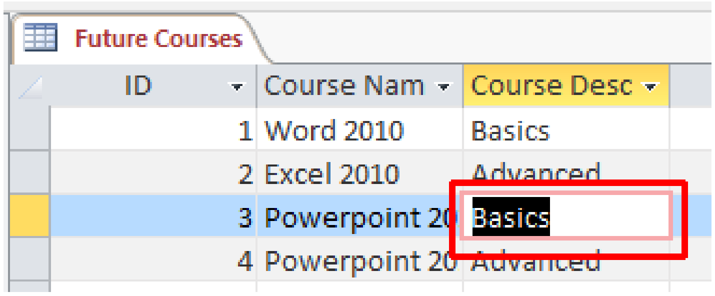
- With the table open, under the **Course Description** field, click within the record relating to the **PowerPoint** course.



Future Courses

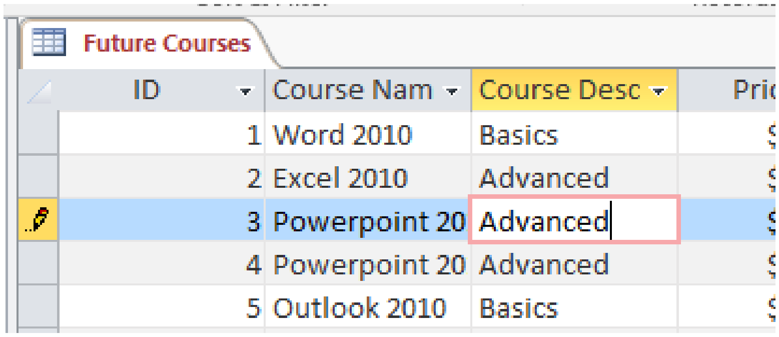
ID	Course Nam	Course Desc
1	Word 2010	Basics
2	Excel 2010	Advanced
3	Powerpoint 20	Basics
4	Powerpoint 20	Advanced

- Press the **F2** function key (located at the top of the keyboard). The cell is now in Editing mode and existing values can be overwritten, edited or removed (depending upon field properties).



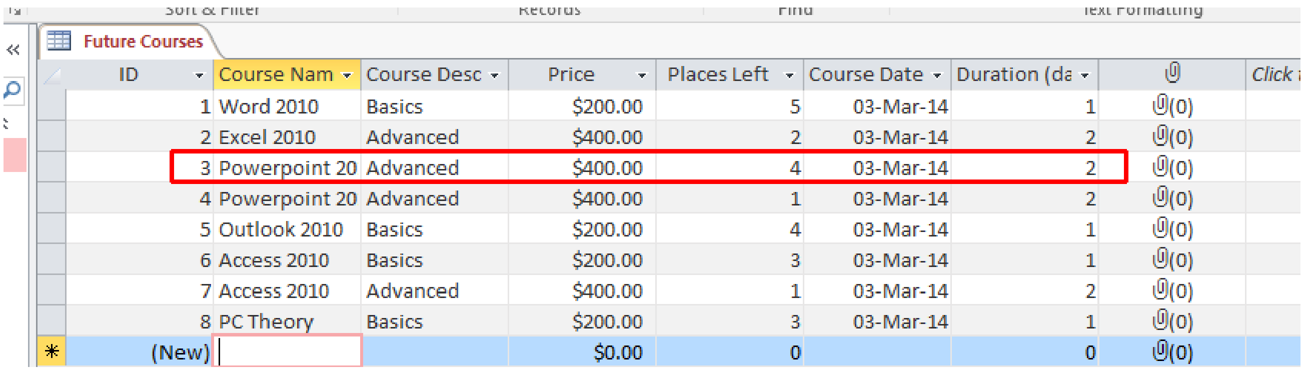
ID	Course Nam	Course Desc
1	Word 2010	Basics
2	Excel 2010	Advanced
3	Powerpoint 20	Basics
4	Powerpoint 20	Advanced

- Type in the word **Advanced** and press the **Enter** key.



ID	Course Nam	Course Desc	Pri
1	Word 2010	Basics	$
2	Excel 2010	Advanced	$
3	Powerpoint 20	Advanced	$
4	Powerpoint 20	Advanced	$
5	Outlook 2010	Basics	$

- Use the same technique to change the duration for this course from **one** to **two** days.
- Change the price for this course from **200** to **400**. Your data will now look like this.



ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎	Click
1	Word 2010	Basics	$200.00	5	03-Mar-14	1	📎(0)	
2	Excel 2010	Advanced	$400.00	2	03-Mar-14	2	📎(0)	
3	Powerpoint 20	Advanced	$400.00	4	03-Mar-14	2	📎(0)	
4	Powerpoint 20	Advanced	$400.00	1	03-Mar-14	2	📎(0)	
5	Outlook 2010	Basics	$200.00	4	03-Mar-14	1	📎(0)	
6	Access 2010	Basics	$200.00	3	03-Mar-14	1	📎(0)	
7	Access 2010	Advanced	$400.00	1	03-Mar-14	2	📎(0)	
8	PC Theory	Basics	$200.00	3	03-Mar-14	1	📎(0)	
(New)			$0.00	0		0	📎(0)	

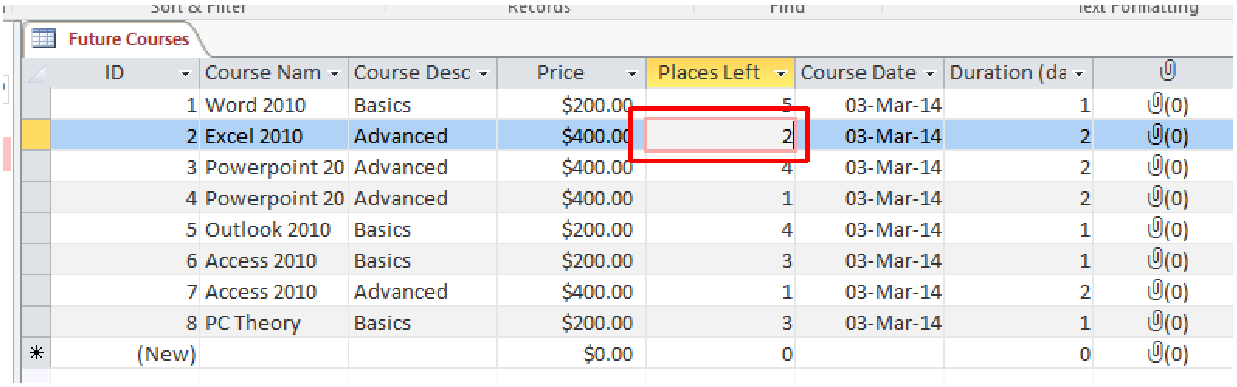
Deleting data within a record

- Deleting data in a record is similar to editing data in a record; however, there are a number of considerations to take into account.

  Data cannot be deleted from fields where the **Required** field property is set to **Yes**, as this prevents the field from being left blank.

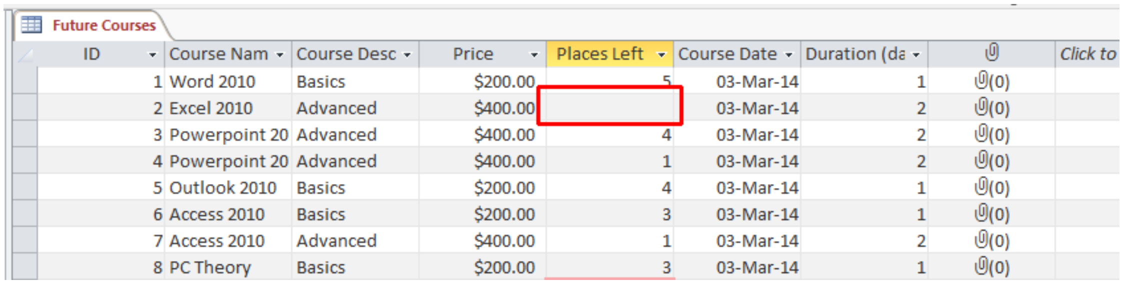
Deleting data from an **Attachment** (Data Type) field is actually not a deletion but the removal of an attachment.

- To remove data from a record, select the **Places Left** field for the **Excel 2010 Advanced** record.



ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎
1	Word 2010	Basics	$200.00	5	03-Mar-14	1	📎(0)
2	Excel 2010	Advanced	$400.00	2	03-Mar-14	2	📎(0)
3	Powerpoint 20	Advanced	$400.00	4	03-Mar-14	2	📎(0)
4	Powerpoint 20	Advanced	$400.00	1	03-Mar-14	2	📎(0)
5	Outlook 2010	Basics	$200.00	4	03-Mar-14	1	📎(0)
6	Access 2010	Basics	$200.00	3	03-Mar-14	1	📎(0)
7	Access 2010	Advanced	$400.00	1	03-Mar-14	2	📎(0)
8	PC Theory	Basics	$200.00	3	03-Mar-14	1	📎(0)
(New)			$0.00	0		0	📎(0)

- Then press the **F2** key to activate editing mode, then use either the **Delete** or the **Backspace** key to delete the entry. Press the **Enter** key to commit the changes.

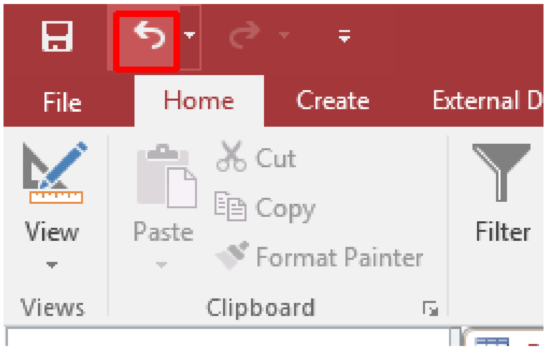


ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎	*Click to*
1	Word 2010	Basics	$200.00	5	03-Mar-14	1	📎(0)	
2	Excel 2010	Advanced	$400.00		03-Mar-14	2	📎(0)	
3	Powerpoint 20	Advanced	$400.00	4	03-Mar-14	2	📎(0)	
4	Powerpoint 20	Advanced	$400.00	1	03-Mar-14	2	📎(0)	
5	Outlook 2010	Basics	$200.00	4	03-Mar-14	1	📎(0)	
6	Access 2010	Basics	$200.00	3	03-Mar-14	1	📎(0)	
7	Access 2010	Advanced	$400.00	1	03-Mar-14	2	📎(0)	
8	PC Theory	Basics	$200.00	3	03-Mar-14	1	📎(0)	

- The pointer moves to the next column, leaving the **Places Left** field empty.

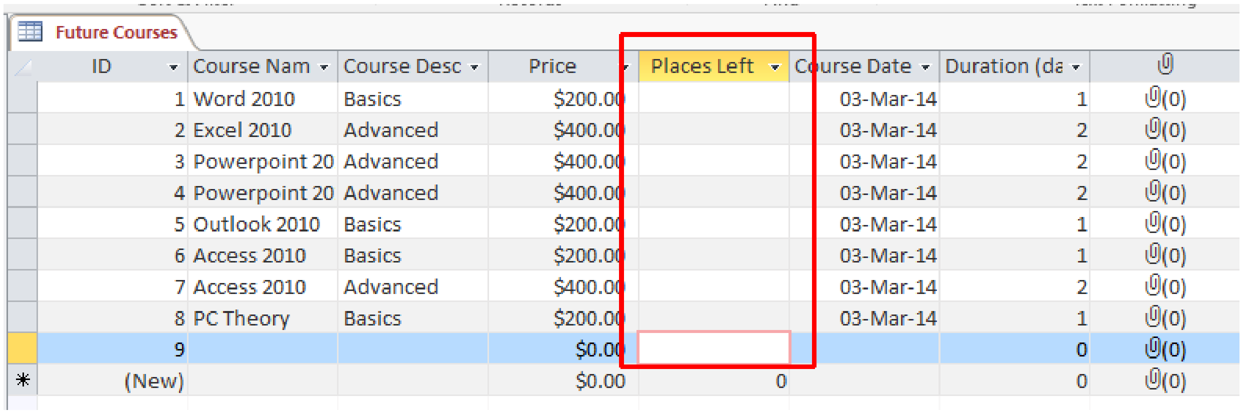
Using the Undo command

- Like other Microsoft Office applications, the **Undo** command (**CTRL-Z**), allows the user to undo previous actions.



Unlike other Office Applications however, when working with tables for example, the **Undo** function will only undo the **last action**. The **Undo** button is located on the Quick Access Toolbar.

- Select an item within the **Places Left** column, press the **F2** key and then press the **Del** key. The item will be removed. Repeat this procedure for each item under the **Places Left** column. Your data will now look like this.



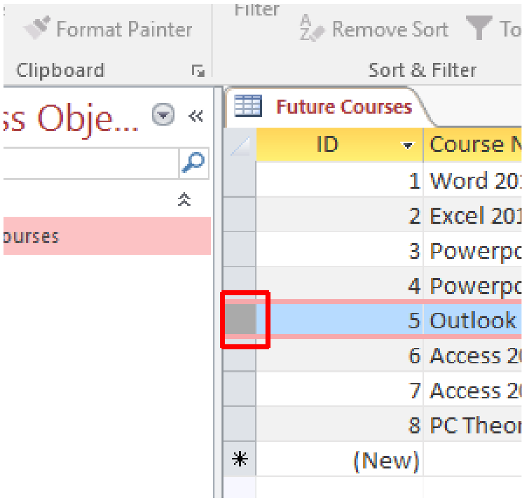
Future Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	🖇
1	Word 2010	Basics	$200.00		03-Mar-14	1	🖇(0)
2	Excel 2010	Advanced	$400.00		03-Mar-14	2	🖇(0)
3	Powerpoint 20	Advanced	$400.00		03-Mar-14	2	🖇(0)
4	Powerpoint 20	Advanced	$400.00		03-Mar-14	2	🖇(0)
5	Outlook 2010	Basics	$200.00		03-Mar-14	1	🖇(0)
6	Access 2010	Basics	$200.00		03-Mar-14	1	🖇(0)
7	Access 2010	Advanced	$400.00		03-Mar-14	2	🖇(0)
8	PC Theory	Basics	$200.00		03-Mar-14	1	🖇(0)
9			$0.00			0	🖇(0)
(New)			$0.00	0		0	🖇(0)

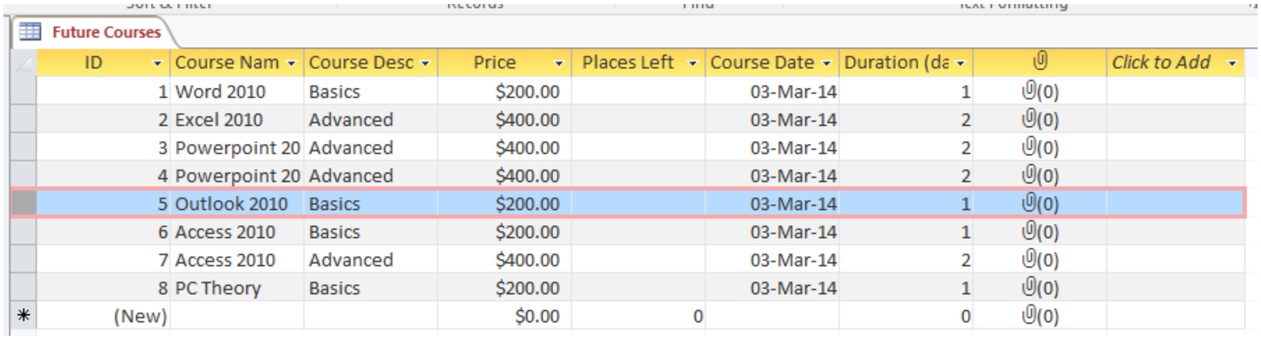
- Click on the **Undo** button and the last item you deleted will be displayed again. Click on the **Undo** button again, and you will see that no more undo's can be performed.

Deleting a single record

- You may need to remove a record from a table. In this example you will remove the record relating to the **Outlook 2010** course.
- Move the pointer to the column, left of the **ID** field for the Outlook record. When the pointer changes to a right pointing arrow, click to highlight the whole row (record).


Format Painter
Filter
Remove Sort
To
Clipboard
Sort & Filter
s Obje...
ourses
Future Courses
ID
Course N
1 Word 20
2 Excel 201
3 Powerpo
4 Powerpo
5 Outlook
6 Access 2
7 Access 2
8 PC Theor
(New)

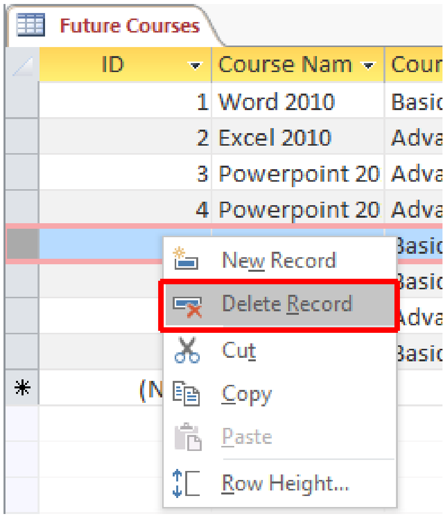
- The selected row will look like this.



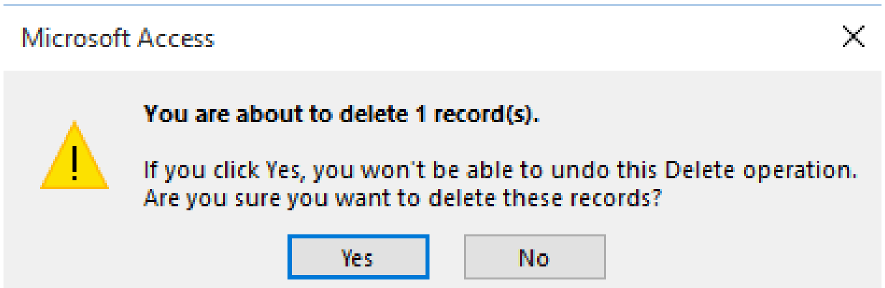
Future Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	📎	Click to Add
1	Word 2010	Basics	$200.00		03-Mar-14	1	📎(0)	
2	Excel 2010	Advanced	$400.00		03-Mar-14	2	📎(0)	
3	Powerpoint 20	Advanced	$400.00		03-Mar-14	2	📎(0)	
4	Powerpoint 20	Advanced	$400.00		03-Mar-14	2	📎(0)	
5	Outlook 2010	Basics	$200.00		03-Mar-14	1	📎(0)	
6	Access 2010	Basics	$200.00		03-Mar-14	1	📎(0)	
7	Access 2010	Advanced	$400.00		03-Mar-14	2	📎(0)	
8	PC Theory	Basics	$200.00		03-Mar-14	1	📎(0)	
(New)			$0.00	0		0	📎(0)	

- With the pointer anywhere within the selected area, click using the right mouse button to activate the shortcut menu.


Future Courses
ID
Course Nam
Cour
1 Word 2010 Basic
2 Excel 2010 Adva
3 Powerpoint 20 Adva
4 Powerpoint 20 Adva
New Record
Delete Record
Cut
Copy
Paste
Row Height...

- Click on the **Delete Record** option. A warning is displayed.



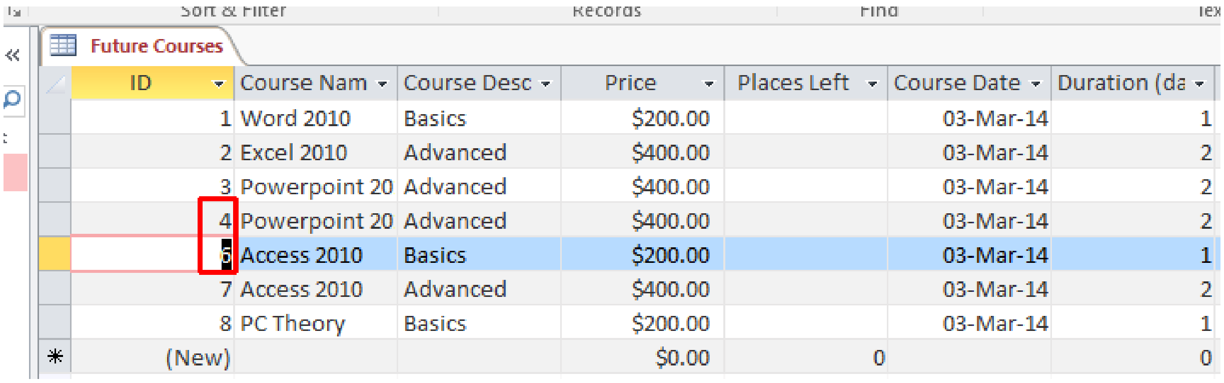
Microsoft Access

You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?

NOTE: Undo is not available when deleting records, therefore any deletions will be committed.

- Click on the **Yes** button to confirm the deletion.



ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da
1	Word 2010	Basics	$200.00		03-Mar-14	1
2	Excel 2010	Advanced	$400.00		03-Mar-14	2
3	Powerpoint 20	Advanced	$400.00		03-Mar-14	2
4	Powerpoint 20	Advanced	$400.00		03-Mar-14	2
6	Access 2010	Basics	$200.00		03-Mar-14	1
7	Access 2010	Advanced	$400.00		03-Mar-14	2
8	PC Theory	Basics	$200.00		03-Mar-14	1
(New)			$0.00	0		0

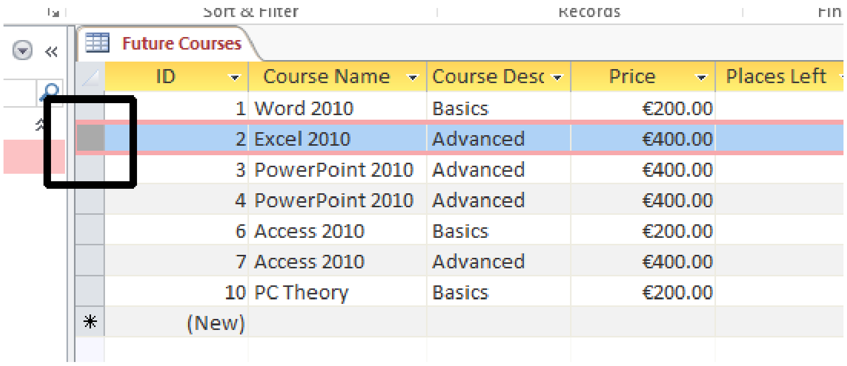
- The Outlook course record has been deleted from the table.

NOTE: When deleting records from a table, the unique number in an ID (AutoNumber) field is also deleted and will not be reused.

TIP: Instead of using the shortcut menu and the **Delete Record** option, you could simply highlight the row and press the **Delete** key.

Deleting multiple records

- If a group of records needs to be deleted, the process is similar to deleting a single record. The only difference is in selecting the records.
- Move the pointer left to the ID column for the **Excel 2010** course.


Sort & Filter
Records
Fin
Future Courses

ID	Course Name	Course Desc	Price	Places Left
1	Word 2010	Basics	€200.00	
2	Excel 2010	Advanced	€400.00	
3	PowerPoint 2010	Advanced	€400.00	
4	PowerPoint 2010	Advanced	€400.00	
6	Access 2010	Basics	€200.00	
7	Access 2010	Advanced	€400.00	
10	PC Theory	Basics	€200.00	
(New)				

- Drag down the list to the **Access 2016 Basics** course and all the rows, i.e. records, will be selected.

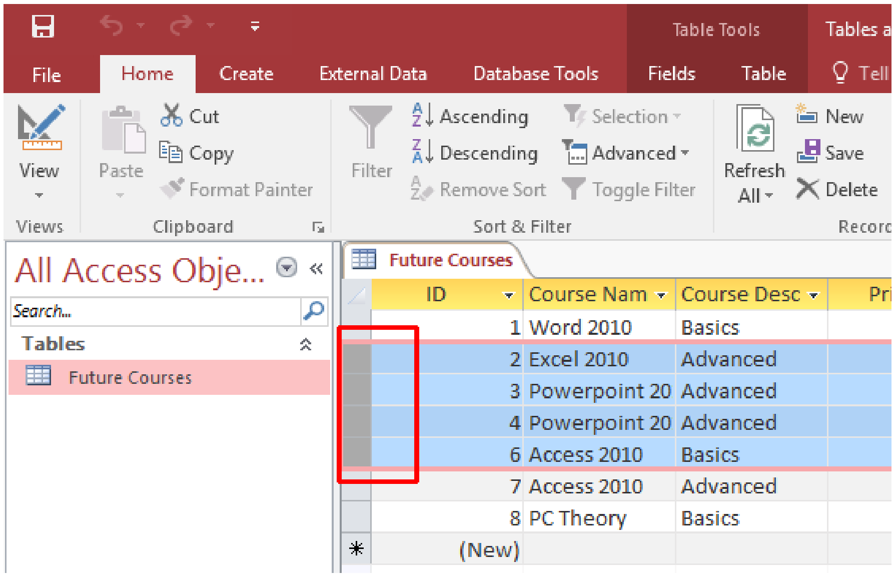
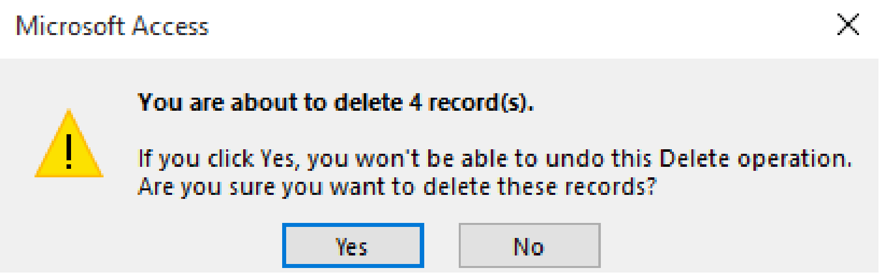


Table Tools
Tables a
File
Home
Create
External Data
Database Tools
Fields
Table
Tell
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Views
Clipboard
Sort & Filter
Record
All Access Obje...
Search...
Tables
Future Courses

ID	Course Nam	Course Desc	Pri
1	Word 2010	Basics	
2	Excel 2010	Advanced	
3	Powerpoint 20	Advanced	
4	Powerpoint 20	Advanced	
6	Access 2010	Basics	
7	Access 2010	Advanced	
8	PC Theory	Basics	
(New)			

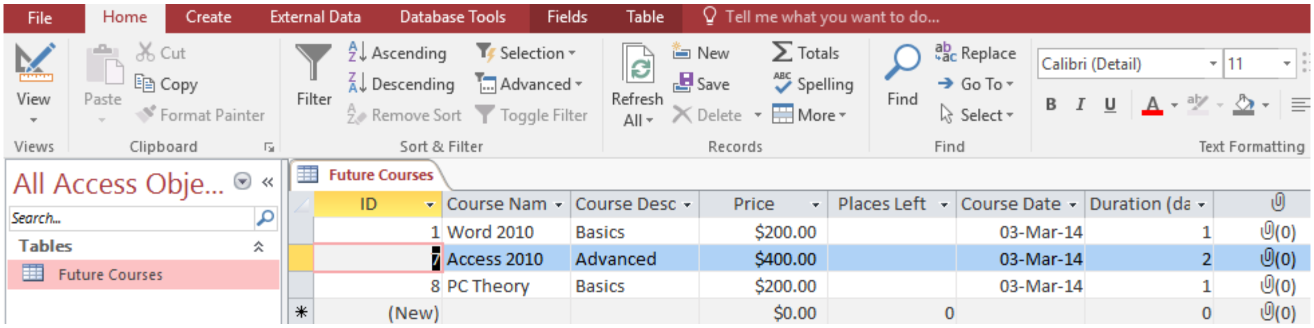
- Press the **Del** key and you will see a warning dialog box.


Microsoft Access

You are about to delete 4 record(s).

If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?

- Click on the **Yes** button to delete the selected records. Your data will now look like this.

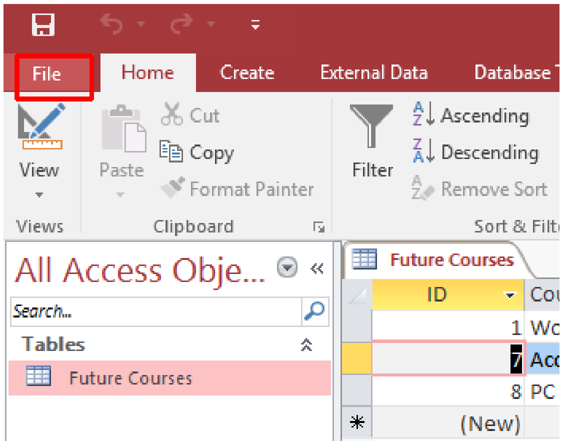

File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Records
Find
Replace
Go To
Select
Find
Calibri (Detail)
11
B
I
U
Text Formatting
All Access Obje...
Search...
Tables
Future Courses
Future Courses

ID	Course Nam	Course Desc	Price	Places Left	Course Date	Duration (da	🖇
1	Word 2010	Basics	$200.00		03-Mar-14	1	🖇(0)
7	Access 2010	Advanced	$400.00		03-Mar-14	2	🖇(0)
8	PC Theory	Basics	$200.00		03-Mar-14	1	🖇(0)
(New)			$0.00	0		0	🖇(0)

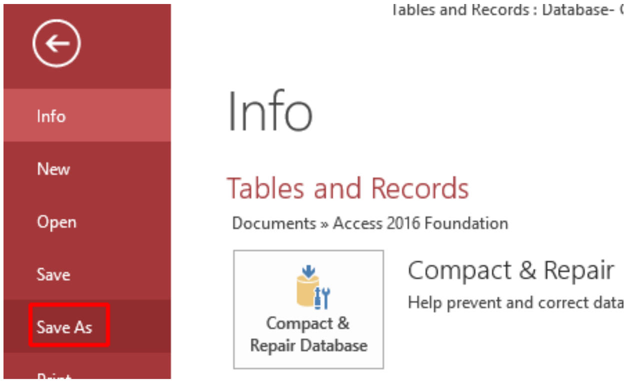
TIP: Records can also be highlighted by clicking on the first record, moving to the last, then whilst holding down the **Shift** key, select the last record to highlight all records between and including the first and last records.

Using Save As to back up the database using a different file name

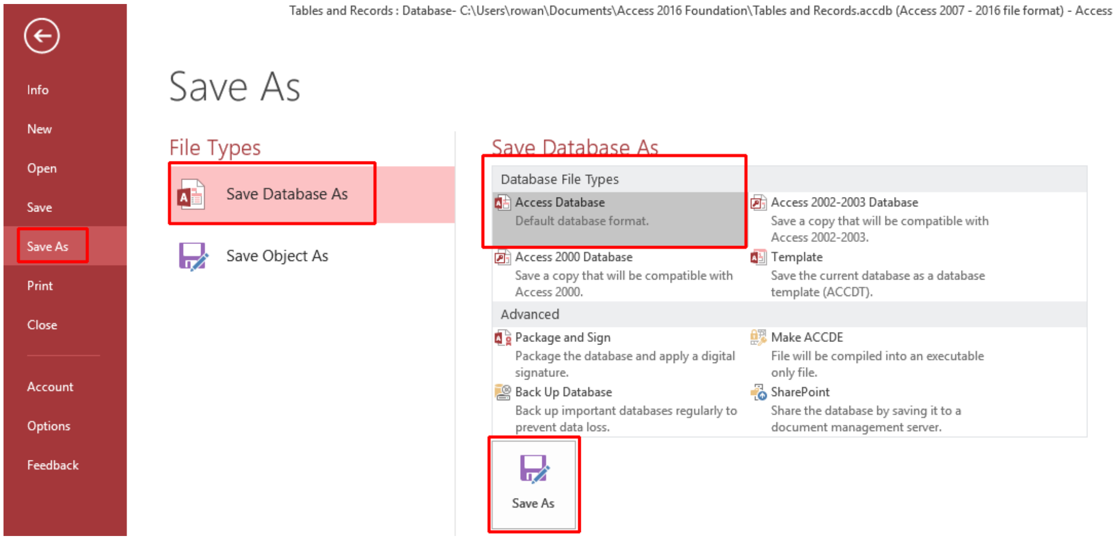
- Click on the **File** tab.


File
Home
Create
External Data
Database
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Sort & Filt
All Access Obje...
Search...
Tables
Future Courses
Future Courses
ID
Co
1
Wo
7
Acc
8
PC
(New)

- Select the **Save As** option.

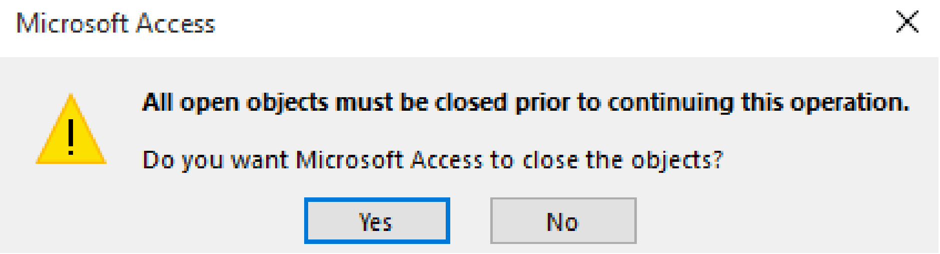

Tables and Records : Database- (
Info
New
Open
Save
Save As
Print
Info
Tables and Records
Documents » Access 2016 Foundation
Compact & Repair Database
Compact & Repair
Help prevent and correct data

- You will see the following displayed.


Tables and Records : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Tables and Records.accdb (Access 2007 - 2016 file format) - Access
Info
New
Open
Save
Save As
Print
Close
Account
Options
Feedback
Save As
File Types
Save Database As
Save Object As
Save Database As
Database File Types
Access Database
Default database format.
Access 2002-2003 Database
Save a copy that will be compatible with Access 2002-2003.
Access 2000 Database
Save a copy that will be compatible with Access 2000.
Template
Save the current database as a database template (ACCDT).
Advanced
Package and Sign
Package the database and apply a digital signature.
Make ACCDE
File will be compiled into an executable only file.
Back Up Database
Back up important databases regularly to prevent data loss.
SharePoint
Share the database by saving it to a document management server.
Save As

- Click on the **Save As** button.

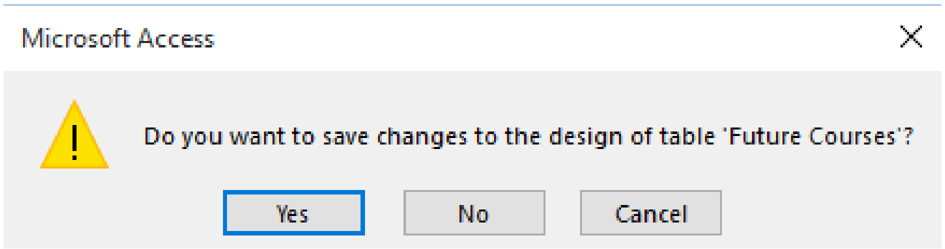
- You may see a dialog box asking you to close all open objects. If you see this dialog box, click on the **Yes** button.


Microsoft Access
Yes
No

All open objects must be closed prior to continuing this operation.

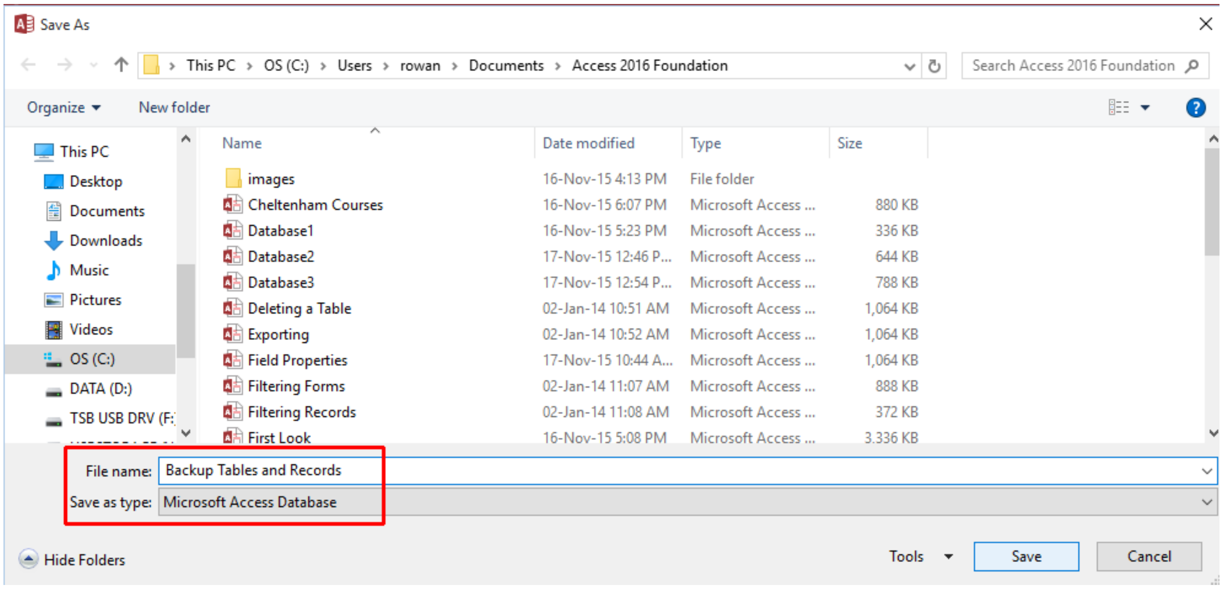
Do you want Microsoft Access to close the objects?

- You may then see the following dialog box displayed. Click on the **Yes** button.


Microsoft Access
Yes
No
Cancel

Do you want to save changes to the design of table 'Future Courses'?

- The **Save As** dialog box will be displayed.


Save As
This PC › OS (C:) › Users › rowan › Documents › Access 2016 Foundation
Search Access 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
Hide Folders
Tools
Save
Cancel

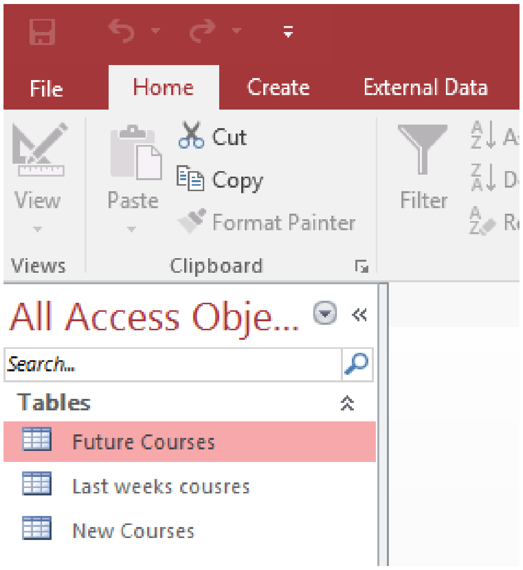
Name	Date modified	Type	Size
images	16-Nov-15 4:13 PM	File folder	
Cheltenham Courses	16-Nov-15 6:07 PM	Microsoft Access ...	880 KB
Database1	16-Nov-15 5:23 PM	Microsoft Access ...	336 KB
Database2	17-Nov-15 12:46 P...	Microsoft Access ...	644 KB
Database3	17-Nov-15 12:54 P...	Microsoft Access ...	788 KB
Deleting a Table	02-Jan-14 10:51 AM	Microsoft Access ...	1,064 KB
Exporting	02-Jan-14 10:52 AM	Microsoft Access ...	1,064 KB
Field Properties	17-Nov-15 10:44 A...	Microsoft Access ...	1,064 KB
Filtering Forms	02-Jan-14 11:07 AM	Microsoft Access ...	888 KB
Filtering Records	02-Jan-14 11:08 AM	Microsoft Access ...	372 KB
First Look	16-Nov-15 5:08 PM	Microsoft Access ...	3,336 KB

File name: Backup Tables and Records
Save as type: Microsoft Access Database

- Enter a new name for the database, such as **Backup Tables and Records**.
- Click on the **Save** button to save the database under the new name.

Deleting a table

- Open a database called **Deleting a Table**. This database contains three tables.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Create
External Data
View
Paste
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Format Painter
Filter
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Clipboard
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Tables
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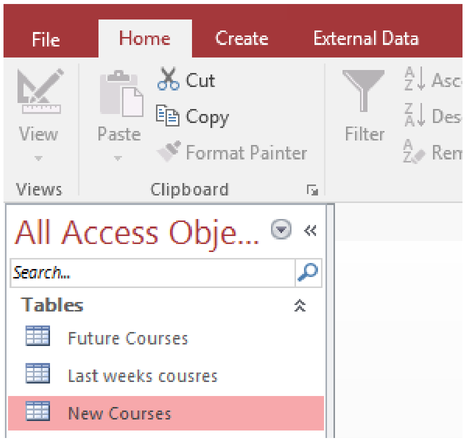
Last weeks cousres
New Courses

- Select the table that you wish to delete, such as **New Courses**.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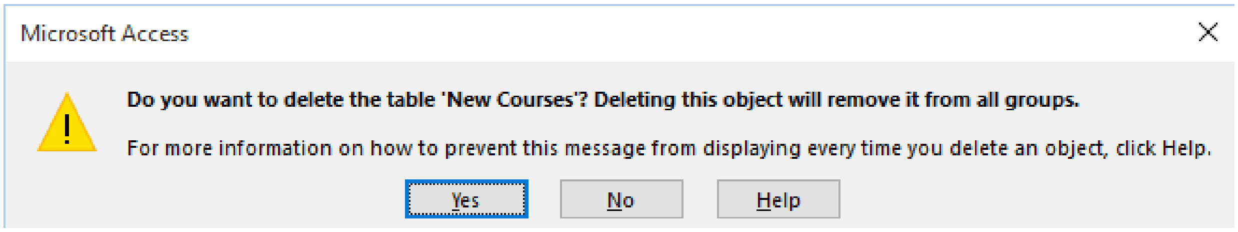
Tables
Future Courses
Last weeks cousres
New Courses

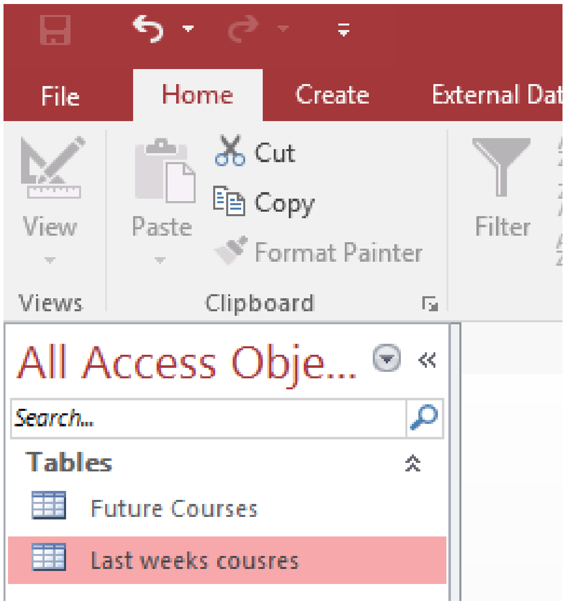
- Press the **Del** key and you will see a warning dialog box.


Microsoft Access
Yes
No
Help

Do you want to delete the table 'New Courses'? Deleting this object will remove it from all groups.

For more information on how to prevent this message from displaying every time you delete an object, click Help.

- Click on the **Yes** button and the table will be deleted.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Future Courses
Last weeks cousres

TIP: To delete a table from a database, the table must be closed.

- Close the Access program.

Access 2016 Primary Keys & Indexing

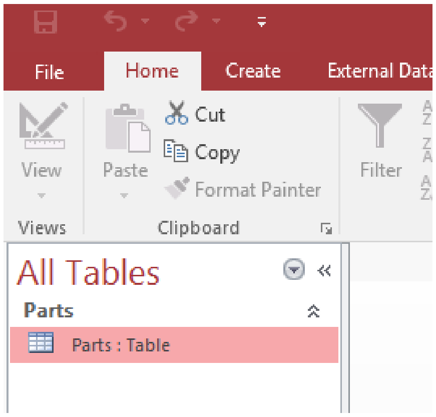
Defining a Primary Key

- A primary key is used as a unique identifier for each record in a database table and is essential when working with relational tables.
- To be effective, a primary key cannot have duplicate entries and must be set on a field generating a unique identifier. When creating a new table Access automatically adds the ID field with an AutoNumber data type. By default, the ID field is also the primary key.

  Other fields suitable to be set as a primary key are for example passport, social security and driving license numbers, military identification, tax, workplace or personal identification numbers, unique to each individual.

  NOTE: A primary key field can never be empty.

- Access also uses primary keys to index tables.
- Start the Access program.
- Open a database called **Keys and indexing**.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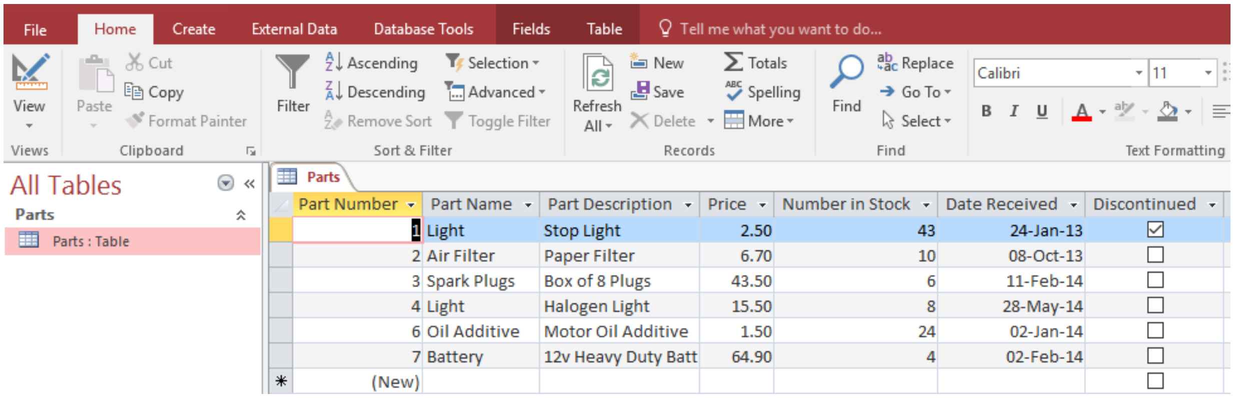
Copy
Format Painter
Clipboard
Filter
All Tables
Parts
Parts : Table

- Open the **Parts** table.


File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
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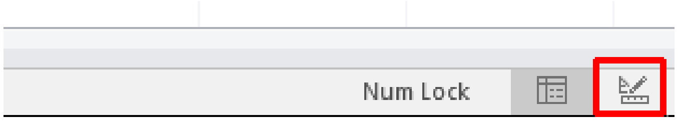
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Tables
Parts
Parts : Table
Parts

Part Number	Part Name	Part Description	Price	Number in Stock	Date Received	Discontinued
1	Light	Stop Light	2.50	43	24-Jan-13	☑
2	Air Filter	Paper Filter	6.70	10	08-Oct-13	☐
3	Spark Plugs	Box of 8 Plugs	43.50	6	11-Feb-14	☐
4	Light	Halogen Light	15.50	8	28-May-14	☐
6	Oil Additive	Motor Oil Additive	1.50	24	02-Jan-14	☐
7	Battery	12v Heavy Duty Batt	64.90	4	02-Feb-14	☐
(New)						☐

- Switch to the Design View, by clicking on the **Design View** button (bottom-right).



- The **Primary Key** symbol identifies the **Part Number** field as being the primary key.

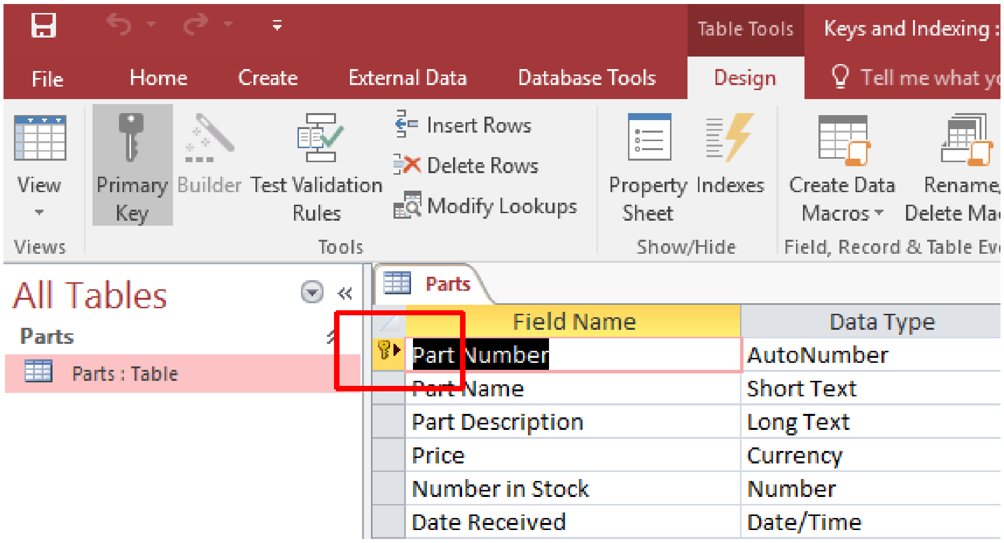


Table Tools
Keys and Indexing :
File
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Create
External Data
Database Tools
Design
Tell me what y
View
Primary Key
Builder
Test Validation Rules
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Ma
Views
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Show/Hide
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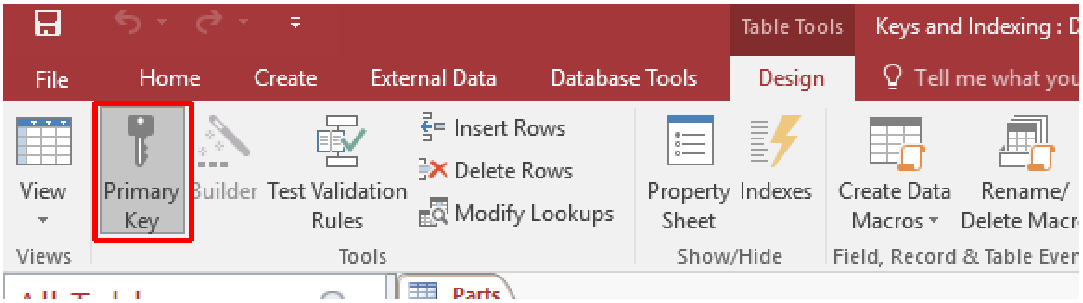
All Tables
Parts
Parts : Table
Parts

Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency
Number in Stock	Number
Date Received	Date/Time

NOTE: The **Primary Key** button is also shown in the **Tools** group on the Ribbon.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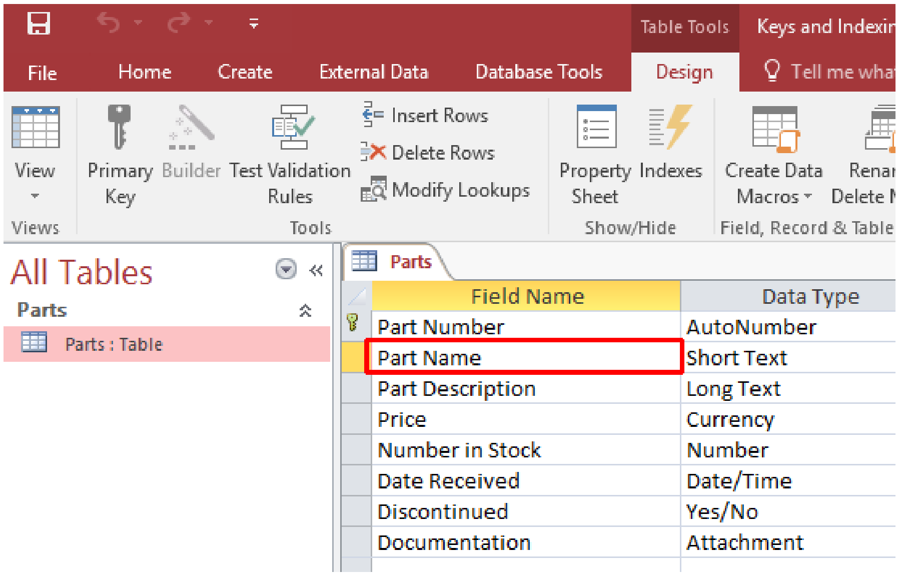
Field, Record & Table Ever
Parts

- To use another field as the primary key, select the **Part Name** field.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Modify Lookups
Property Sheet
Indexes
Create Data Macros
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Views
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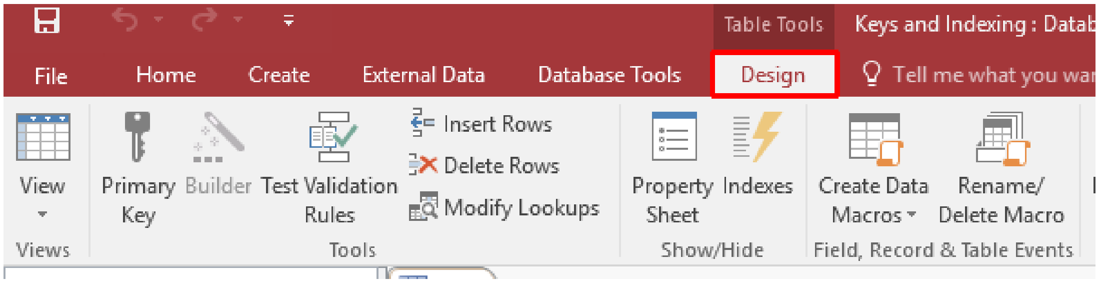
Show/Hide
Field, Record & Table
All Tables
Parts
Parts : Table
Parts

Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency
Number in Stock	Number
Date Received	Date/Time
Discontinued	Yes/No
Documentation	Attachment

- If necessary, click on the **Design** tab.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Builder
Test Validation Rules
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Delete Rows
Modify Lookups
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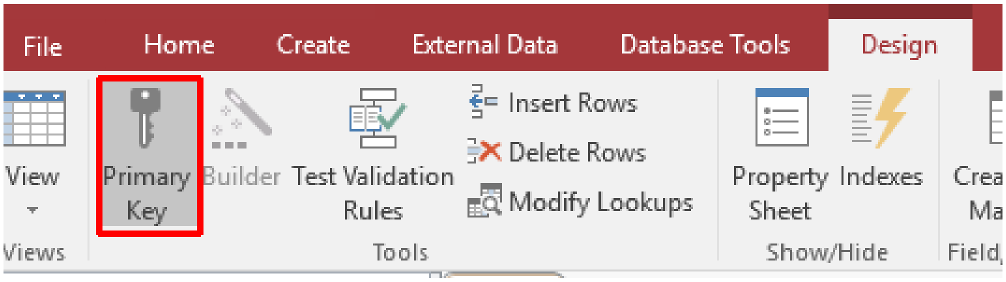
Create Data Macros
Rename/ Delete Macro
Views
Tools
Show/Hide
Field, Record & Table Events

- Click on the **Primary Key** button on the Ribbon.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Builder
Test Validation Rules
Insert Rows
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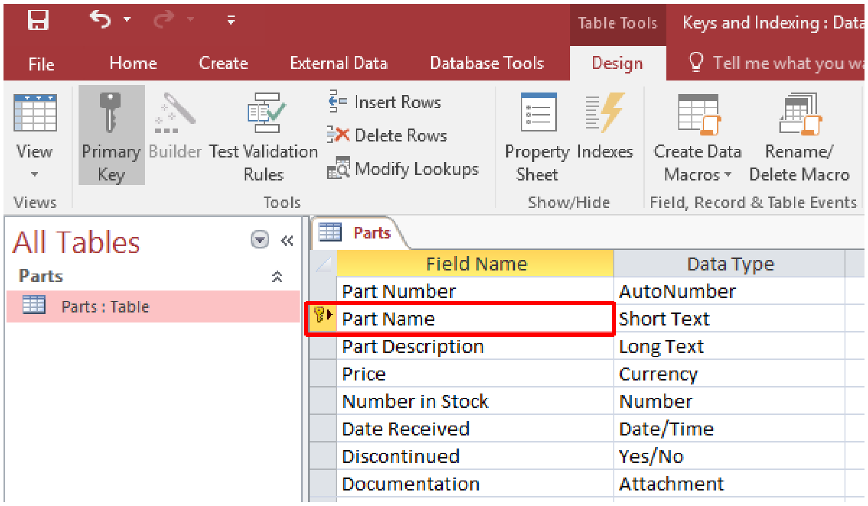
Field

- The **Primary Key** symbol is now displayed beside the **Part Name** field.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Tell me what you w
View
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Test Validation Rules
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Indexes
Create Data Macros
Rename/ Delete Macro
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Tools
Show/Hide
Field, Record & Table Events
All Tables
Parts
Parts : Table
Parts

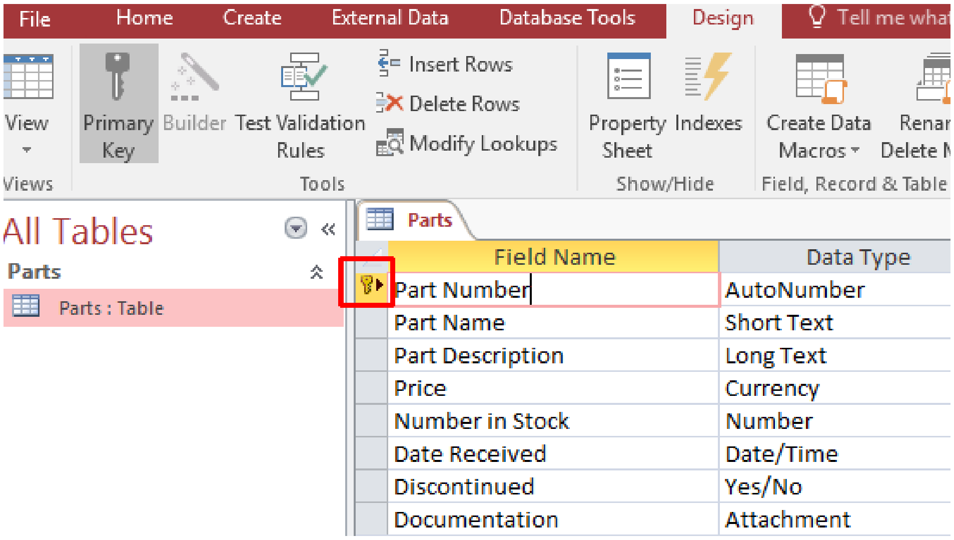
Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency
Number in Stock	Number
Date Received	Date/Time
Discontinued	Yes/No
Documentation	Attachment

NOTE: The **Part Name** field however is not a suitable data type to become a primary key, as data within this field is unlikely to be unique.

- When working with related tables, the Primary Key field in one table is generally the (foreign key) field used to create the relationship with another table.

  NOTE: Depending upon the data type a field is set to, more than one field can be highlighted and set as a primary key, although only one displays the Primary Key symbol.

- **MAKE SURE YOU DO THIS**: Reset the Primary Key back to the **Part Number**, field before continuing, as illustrated below.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Modify Lookups
Property Sheet
Indexes
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Field, Record & Table
All Tables
Parts
Parts : Table
Parts

Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency
Number in Stock	Number
Date Received	Date/Time
Discontinued	Yes/No
Documentation	Attachment

Indexing - Reference Notes

- Access uses indexes much like the Table of Contents at the beginning of this course, to help locate and sort information quickly. An index stores the location of records based on the field or fields that you choose to index. After Access obtains the location from the index, it can then retrieve the data by moving directly to the correct location.

- As mentioned earlier, by default, Access sets the Primary key as the Index within a table; however, indexing can be set on other fields, especially fields used frequently in searches.

  NOTE: Although indexing may speed up searches, it can also slow the process of updating data within tables. Also, you ***cannot*** index OLE objects or attachment fields.

- As a guide, consider indexing a field if all of the following conditions are met:

  - The field's data type is Text, Memo, Number, Date/Time, AutoNumber, Currency, Yes/No or Hyperlink.

  - You anticipate searching for values stored in the field.

  - You anticipate sorting values in the field.

  - You anticipate storing many different values in the field. If many of the values in the field are the same, the index might not significantly speed up queries.

- Indexing can also be set for multiple fields. If you are likely to perform searches on two or more fields within a single query, it makes sense to create a multiple-field index on both fields.

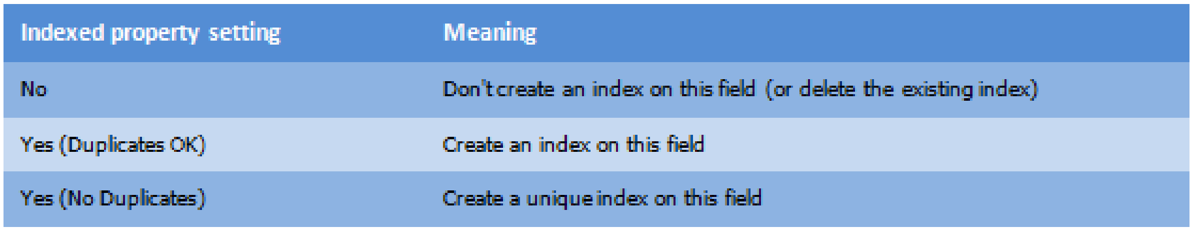
  NOTE: You can include up to 10 and set the order of fields in a multiple-field index.

- When you sort a table using a multiple-field index, Access first sorts by the first field defined for the index. If there are records with duplicate values in the first field, Access then sorts using the second field defined for the multiple-field index.

- Before creating an index, decide whether you want to create a single-field index or a multiple-field index.

- You create an index on a single field by setting the **Indexed** property.

  The following table lists the possible settings for the **Indexed** property.



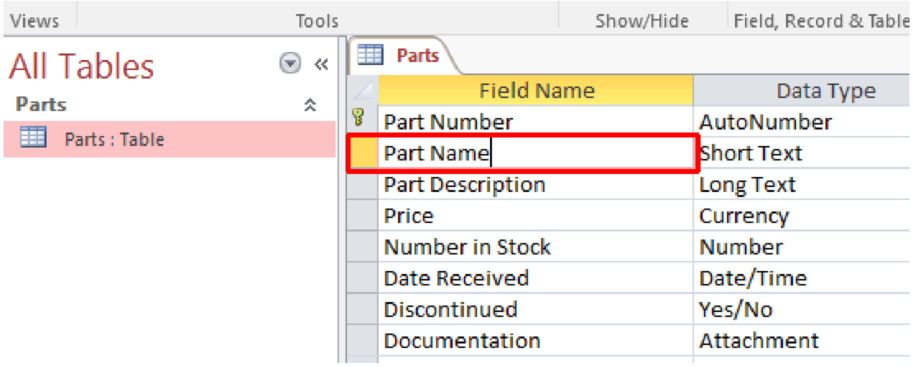
Indexed property setting	Meaning
No	Don't create an index on this field (or delete the existing index)
Yes (Duplicates OK)	Create an index on this field
Yes (No Duplicates)	Create a unique index on this field

NOTE: By setting the Index property to **No Duplicates**, Access prevents any new value which matches an existing value from being entered into the field. For example, indexing the ID field in a table and setting it to Yes (No Duplicates) prevents duplicate numbers being entered and therefore the values in the field remain unique.

Creating a single-field Index

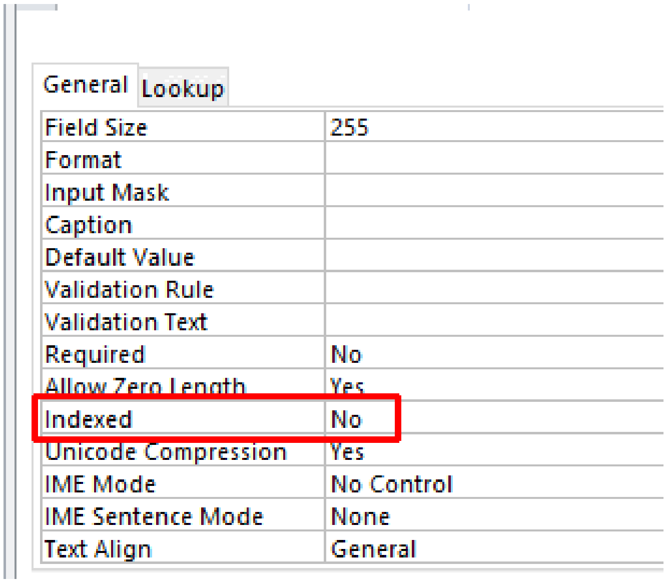
- For the purpose of this exercise, we will assume that the **Part Name** field in the **Parts** table will be subject to many searches; therefore, it would be worthwhile indexing this field to speed up searches.

- Click on the **Part Name** field.


Views
Tools
Show/Hide
Field, Record & Table
All Tables
Parts
Parts : Table
Parts

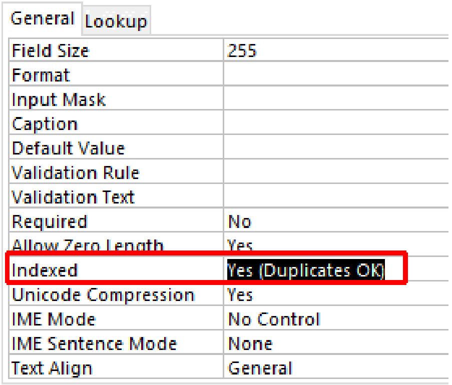
Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency
Number in Stock	Number
Date Received	Date/Time
Discontinued	Yes/No
Documentation	Attachment

- Move down to the **General** tab within the **Field Properties** section (towards the bottom of your screen).
- If you look at the **Indexed** properties, you will see that it is set to **No**.


General
Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- Double click on the word **No** and it will toggle to the word **Yes**. The **Field Properties** section will now look like this.

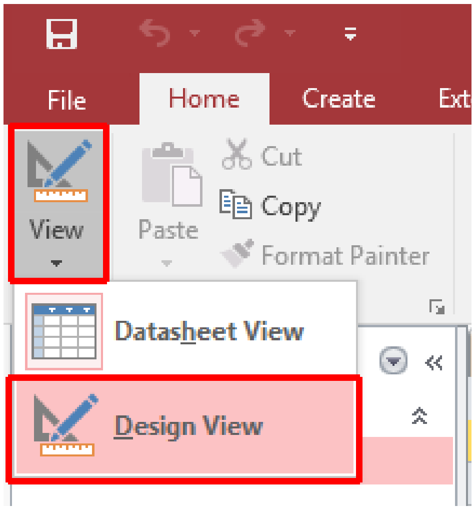

General
Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

- Press **Ctrl-S** to save your changes.
- Close the Access program.

Creating a multiple-field Index

- Start the Access program.
- Open a database called **Multiple Field Indexing**.
- Open the **Parts** table.
- Within the **Home** tab click on the **View** button. Click on **Design View**.


File
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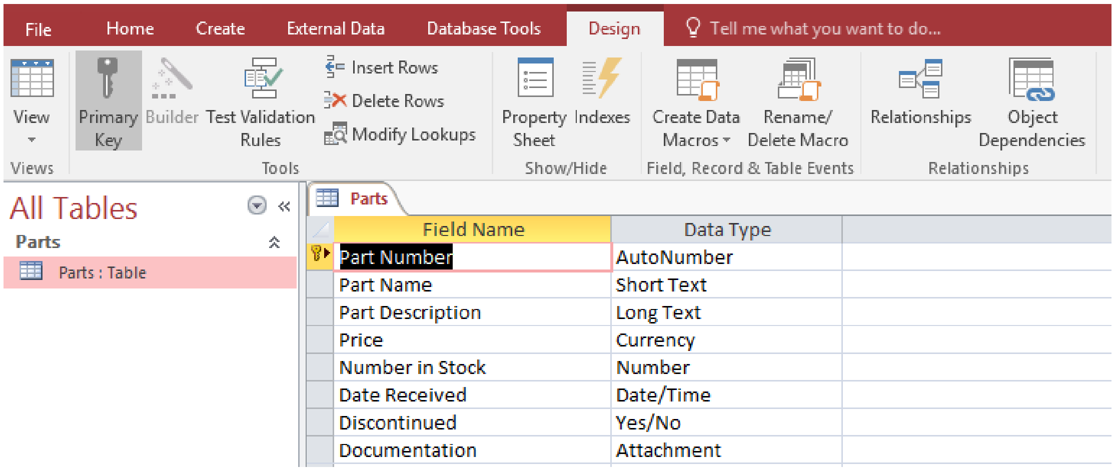
Format Painter
Datasheet View
Design View

- Your screen will look like this.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Relationships
All Tables
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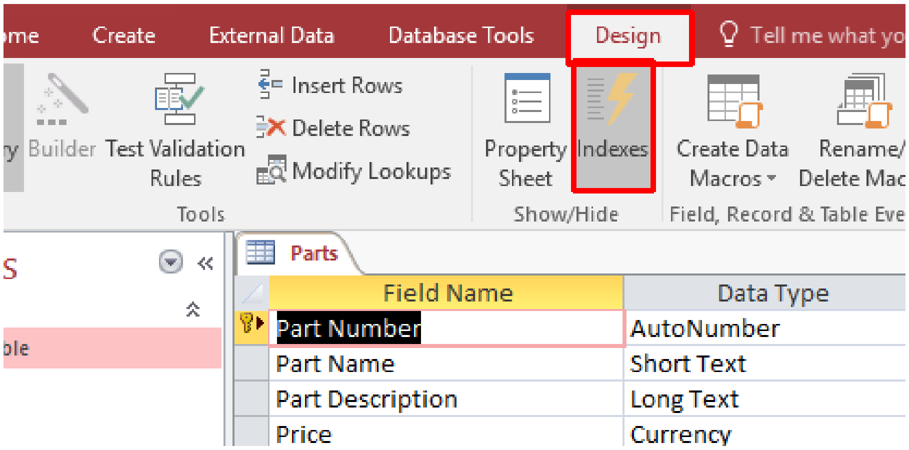
Parts : Table
Parts

Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency
Number in Stock	Number
Date Received	Date/Time
Discontinued	Yes/No
Documentation	Attachment

- On the **Design** tab, within the **Show/Hide** group, click on the **Indexes** button.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Field, Record & Table Eve
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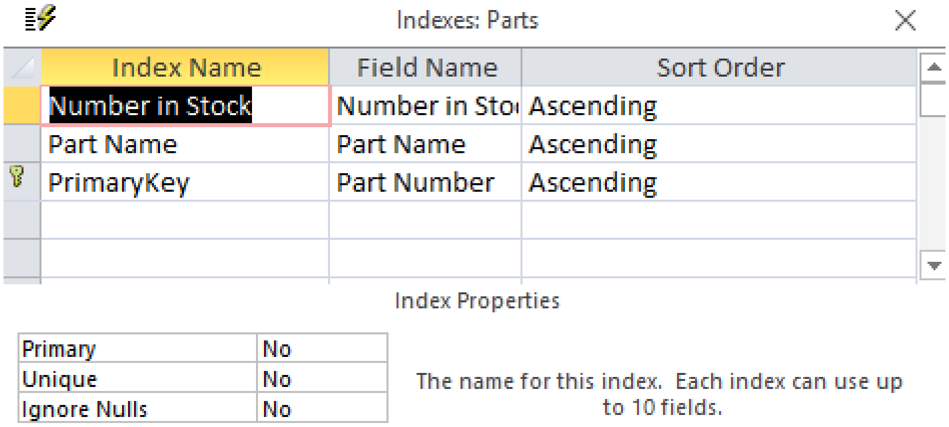
Parts

Field Name	Data Type
Part Number	AutoNumber
Part Name	Short Text
Part Description	Long Text
Price	Currency

- The **Indexes** window is displayed.


Indexes: Parts
Index Properties

Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending

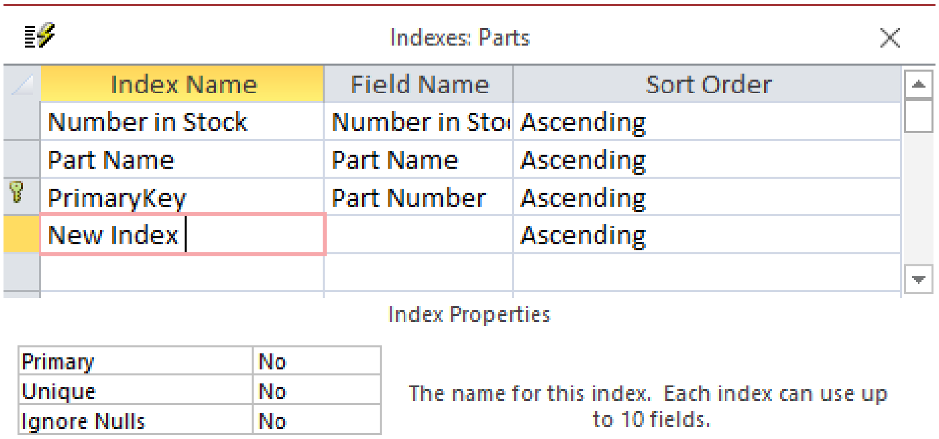
Primary	No
Unique	No
Ignore Nulls	No

The name for this index. Each index can use up to 10 fields.

NOTE: By default, Access automatically configures indexes on certain fields as they are added to a table, for example ID fields. In such cases, these indexes will display in the **Indexes** dialog box when opened.

- A name for the index is required in the first blank row in the **Index Name** column. This name is used only to identify the index and can be the name of a field(s) to be indexed or another name.

- In the **Index Name** column, type **New Index** and press the **Enter** key to move to the **Field Name** column, as illustrated.



Indexes: Parts

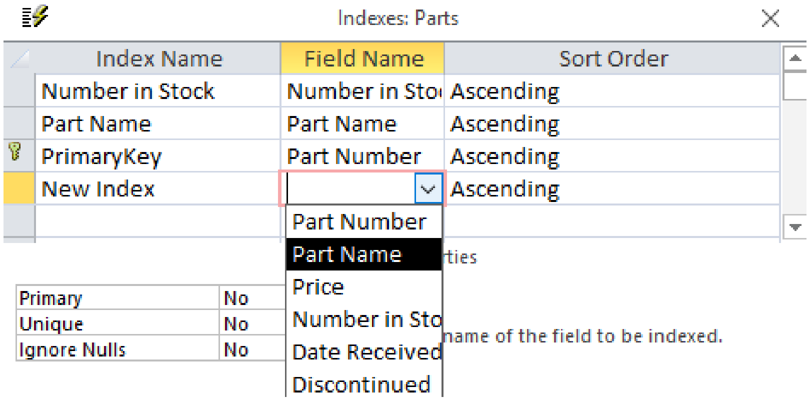
Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending
New Index		Ascending

Index Properties

Primary	No
Unique	No
Ignore Nulls	No

The name for this index. Each index can use up to 10 fields.

- Click on the **drop arrow** and select **Part Name** and press the **Enter** key to move to the **Sort Order** column.

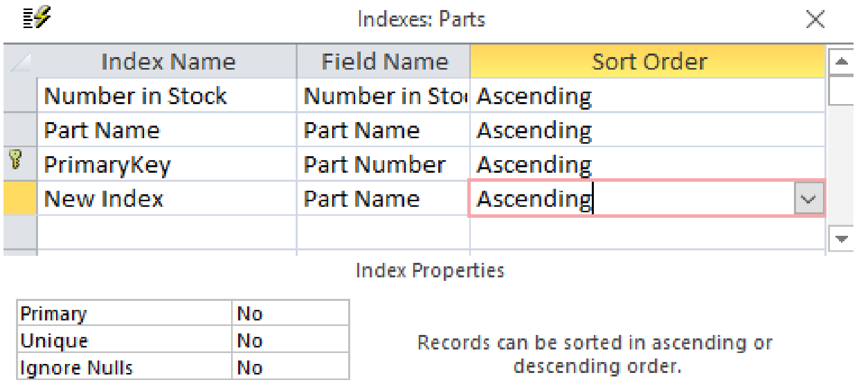


Indexes: Parts

Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending
New Index		Ascending

Primary	No
Unique	No
Ignore Nulls	No

- Leave the sort order set to **Ascending** (default) and press the **Enter** key to move to the next row down.



Indexes: Parts

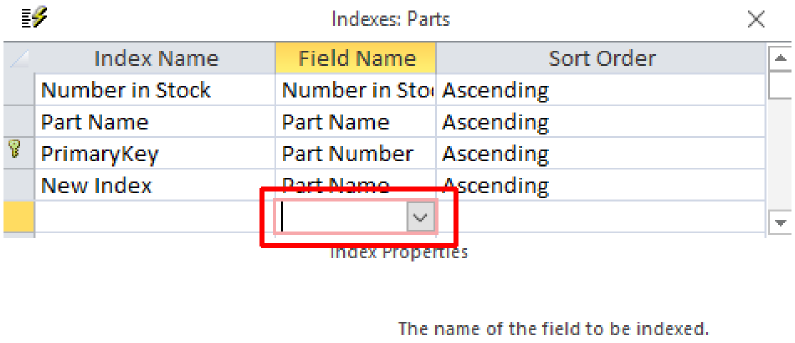
Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending
New Index	Part Name	Ascending

Index Properties

Primary	No
Unique	No
Ignore Nulls	No

Records can be sorted in ascending or descending order.

- Click within the next empty field within the **Field Name** column, as illustrated.



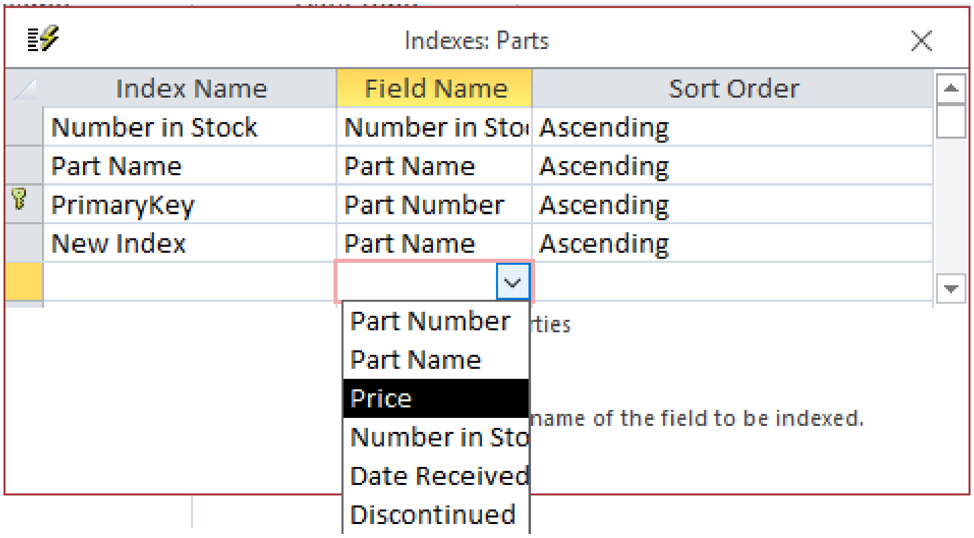
Indexes: Parts

Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending
New Index	Part Name	Ascending

Index Properties

The name of the field to be indexed.

- Click in the **down arrow** and select **Price**.



Indexes: Parts

Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending
New Index	Part Name	Ascending

ties

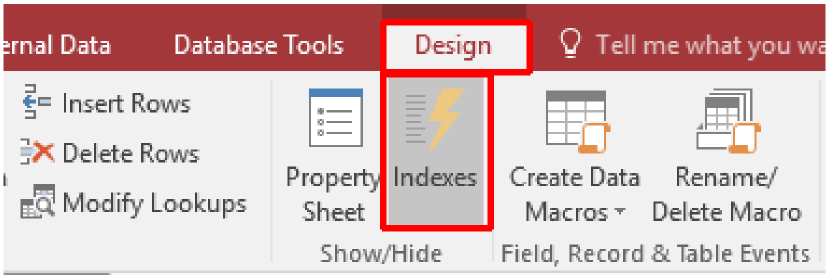
name of the field to be indexed.

- Press the **Enter** key to move to the **Sort Order** column.

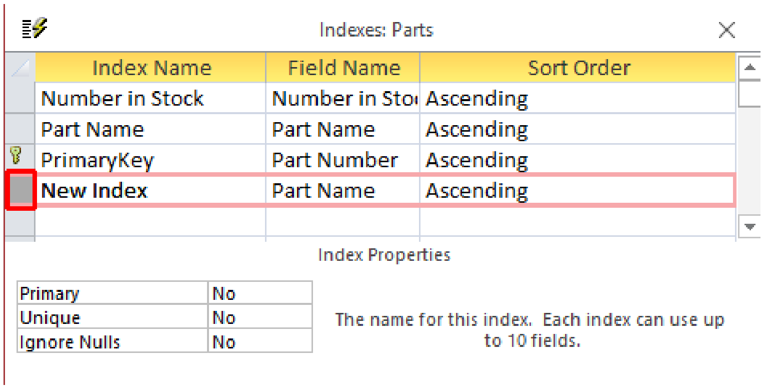
- Close the dialog box.

Deleting multi-field indexes

- On the **Design** tab, in the **Show/Hide** group, click on the **Indexes** button.


rnal Data
Database Tools
Design
Tell me what you wa
Insert Rows
Delete Rows
Modify Lookups
Property Sheet
Indexes
Create Data Macros
Rename/ Delete Macro
Show/Hide
Field, Record & Table Events

- Click in the left most column to highlight the row as shown below.


Indexes: Parts

Index Name	Field Name	Sort Order
Number in Stock	Number in Sto	Ascending
Part Name	Part Name	Ascending
PrimaryKey	Part Number	Ascending
New Index	Part Name	Ascending

Index Properties

Primary	No
Unique	No
Ignore Nulls	No

The name for this index. Each index can use up to 10 fields.

- Press the **Delete** key on the keyboard.

  NOTE: To delete multiple rows in one go, click and drag in the left most column to select the required rows before pressing the **Delete** key.

- Close the dialog box.

- Close Access and save any changes that you have made.

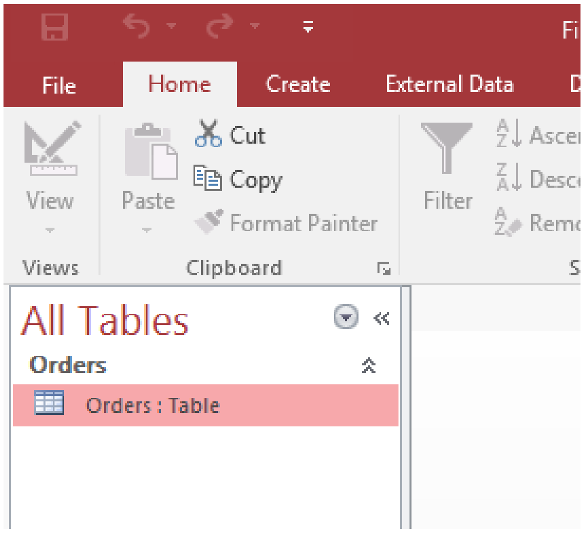
Filtering within Access 2016

Text Filters

- Text Filters provide a means to find one or more specific records in table, form or print specific records in a report, table, or query.
- By using criteria in a filter, you effectively display only those records matching the criteria. Records not matching the criteria disappear from view, hence the term 'filter'. For example, if you only want to display records that fall between the first day of a month and the last day of a month, you can apply a filter, specifying the oldest date and the newest and only records matching the criteria remain visible in the table
- Filters remain in place until they are removed or until the object is closed.
- More than one filter may be active at one time, although only one filter per field is possible. Setting a new filter on a field will effectively remove the previous filter for that field before applying the new filter.

Applying a single filter

- A single filter is one that is applied to a single field, using the quick filter options made available in Access 2016.
- Open the Access program.
- Open a database called **Filtering Records**. You will see the following.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Create
External Data
D
View
Paste
Cut
Copy
Format Painter
Filter
Ascer
Desc
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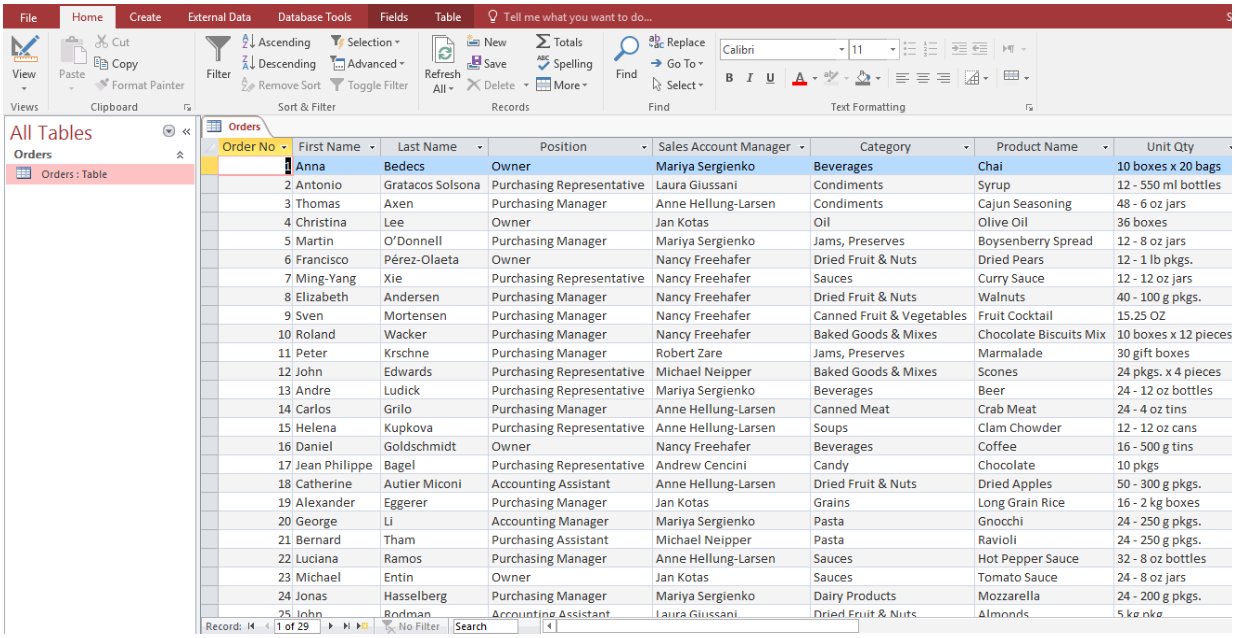
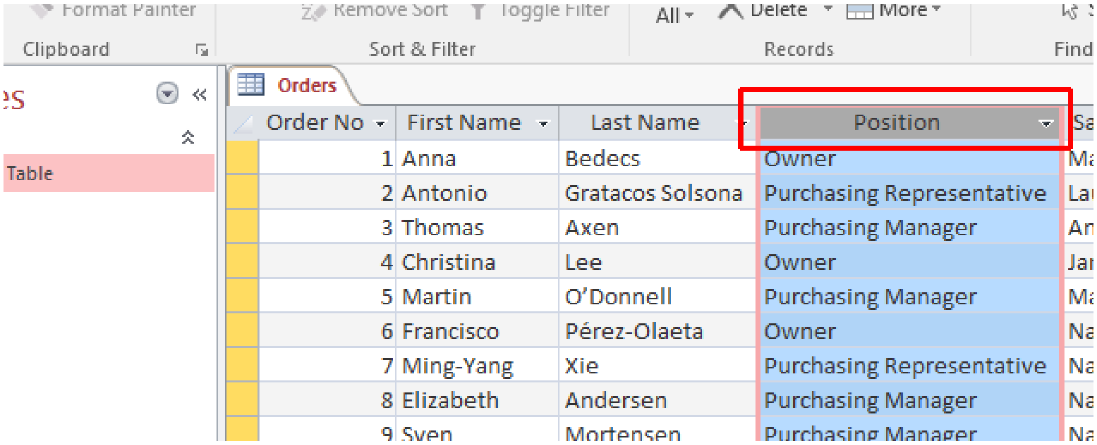
Views
Clipboard
S
All Tables
Orders
Orders : Table

- Double click to open the **Orders** table.


File
Home
Create
External Data
Database Tools
Fields
Table
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Calibri
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Tables
Orders
Orders : Table
Record: 1 of 29
No Filter
Search

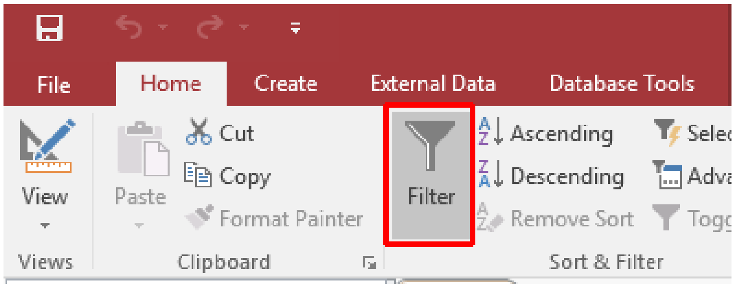
Order No	First Name	Last Name	Position	Sales Account Manager	Category	Product Name	Unit Qty
1	Anna	Bedecs	Owner	Mariya Sergienko	Beverages	Chai	10 boxes x 20 bags
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura Giussani	Condiments	Syrup	12 - 550 ml bottles
3	Thomas	Axen	Purchasing Manager	Anne Hellung-Larsen	Condiments	Cajun Seasoning	48 - 6 oz jars
4	Christina	Lee	Owner	Jan Kotas	Oil	Olive Oil	36 boxes
5	Martin	O'Donnell	Purchasing Manager	Mariya Sergienko	Jams, Preserves	Boysenberry Spread	12 - 8 oz jars
6	Francisco	Pérez-Olaeta	Owner	Nancy Freehafer	Dried Fruit & Nuts	Dried Pears	12 - 1 lb pkgs.
7	Ming-Yang	Xie	Purchasing Representative	Nancy Freehafer	Sauces	Curry Sauce	12 - 12 oz jars
8	Elizabeth	Andersen	Purchasing Manager	Nancy Freehafer	Dried Fruit & Nuts	Walnuts	40 - 100 g pkgs.
9	Sven	Mortensen	Purchasing Manager	Nancy Freehafer	Canned Fruit & Vegetables	Fruit Cocktail	15.25 OZ
10	Roland	Wacker	Purchasing Manager	Nancy Freehafer	Baked Goods & Mixes	Chocolate Biscuits Mix	10 boxes x 12 pieces
11	Peter	Krschne	Purchasing Manager	Robert Zare	Jams, Preserves	Marmalade	30 gift boxes
12	John	Edwards	Purchasing Representative	Michael Neipper	Baked Goods & Mixes	Scones	24 pkgs. x 4 pieces
13	Andre	Ludick	Purchasing Representative	Mariya Sergienko	Beverages	Beer	24 - 12 oz bottles
14	Carlos	Grilo	Purchasing Manager	Anne Hellung-Larsen	Canned Meat	Crab Meat	24 - 4 oz tins
15	Helena	Kupkova	Purchasing Representative	Anne Hellung-Larsen	Soups	Clam Chowder	12 - 12 oz cans
16	Daniel	Goldschmidt	Owner	Nancy Freehafer	Beverages	Coffee	16 - 500 g tins
17	Jean Philippe	Bagel	Purchasing Representative	Andrew Cencini	Candy	Chocolate	10 pkgs
18	Catherine	Autier Miconi	Accounting Assistant	Anne Hellung-Larsen	Dried Fruit & Nuts	Dried Apples	50 - 300 g pkgs.
19	Alexander	Eggerer	Purchasing Manager	Jan Kotas	Grains	Long Grain Rice	16 - 2 kg boxes
20	George	Li	Accounting Manager	Mariya Sergienko	Pasta	Gnocchi	24 - 250 g pkgs.
21	Bernard	Tham	Purchasing Assistant	Michael Neipper	Pasta	Ravioli	24 - 250 g pkgs.
22	Luciana	Ramos	Purchasing Manager	Anne Hellung-Larsen	Sauces	Hot Pepper Sauce	32 - 8 oz bottles
23	Michael	Entin	Owner	Jan Kotas	Sauces	Tomato Sauce	24 - 8 oz jars
24	Jonas	Hasselberg	Purchasing Manager	Mariya Sergienko	Dairy Products	Mozzarella	24 - 200 g pkgs.
25	John	Rodman	Accounting Assistant	Laura Giussani	Dried Fruit & Nuts	Almonds	5 kg pkg.

- To apply a single filter, click at the top of the **Position** column to select the whole column.

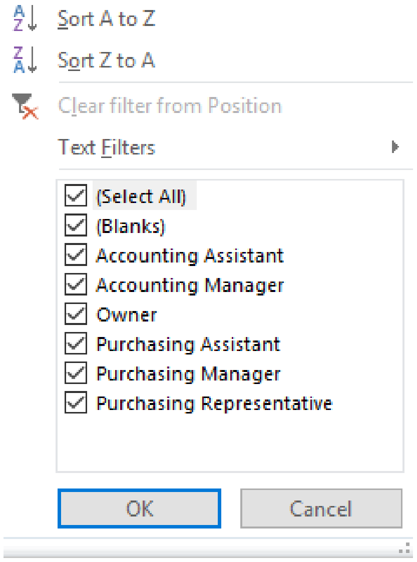

Format Painter
Remove Sort
Toggle Filter
All
Delete
More
Clipboard
Sort & Filter
Records
Find
Table
Orders

Order No	First Name	Last Name	Position
1	Anna	Bedecs	Owner
2	Antonio	Gratacos Solsona	Purchasing Representative
3	Thomas	Axen	Purchasing Manager
4	Christina	Lee	Owner
5	Martin	O'Donnell	Purchasing Manager
6	Francisco	Pérez-Olaeta	Owner
7	Ming-Yang	Xie	Purchasing Representative
8	Elizabeth	Andersen	Purchasing Manager
9	Sven	Mortensen	Purchasing Manager

- Click on the **Home** tab, within the **Sort & Filter** group click on the **Filter** button.


File
Home
Create
External Data
Database Tools
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Views
Clipboard
Sort & Filter

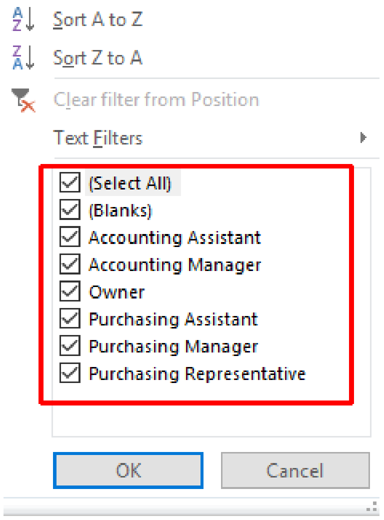
- The **Filter** drop down is displayed.


Sort A to Z
Sort Z to A
Clear filter from Position
Text Filters
☑ (Select All)
☑ (Blanks)
☑ Accounting Assistant
☑ Accounting Manager
☑ Owner
☑ Purchasing Assistant
☑ Purchasing Manager
☑ Purchasing Representative
OK
Cancel

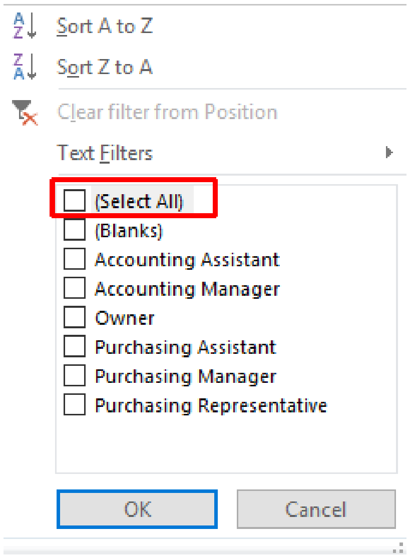
.

This drop down menu is divided by horizontal lines into three sections, however only the second and third areas of the dialog box apply to filtering. For now, ignore the **A-Z sort** section as this will be covered elsewhere.

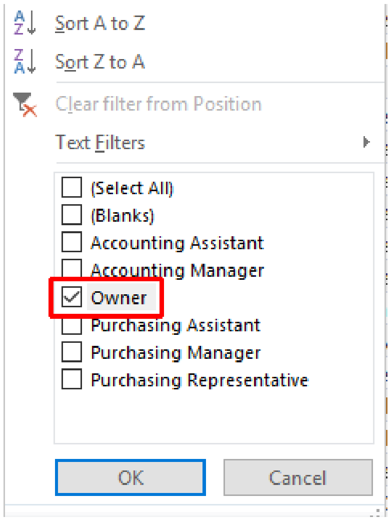
- In the lower section of the dialog, you will notice a group of tick boxes. These tick boxes represent all the available (unique) job titles entered into the **Positions** field.


Sort A to Z
Sort Z to A
Clear filter from Position
Text Filters
☑ (Select All)
☑ (Blanks)
☑ Accounting Assistant
☑ Accounting Manager
☑ Owner
☑ Purchasing Assistant
☑ Purchasing Manager
☑ Purchasing Representative
OK
Cancel

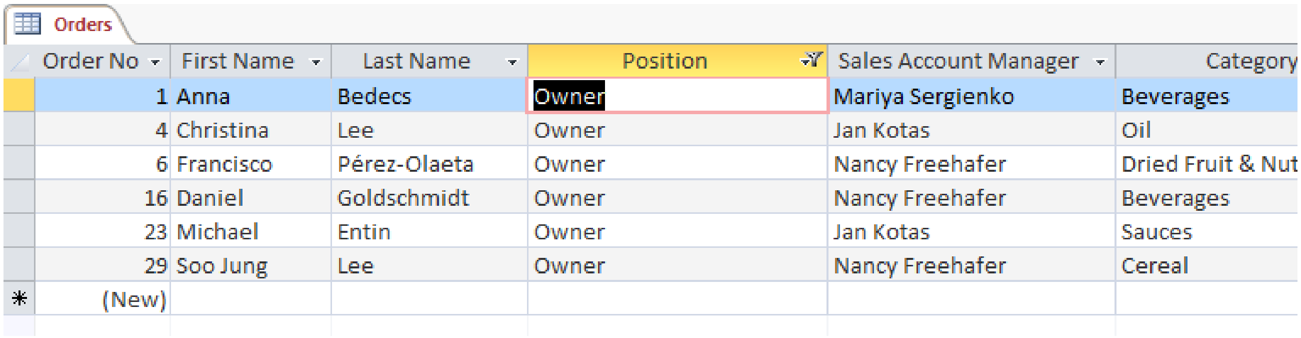
- At the top of the tick box group is a tick box labelled **(Select All)**.
- Click on the **(Select All)** tick box to un-tick all boxes.


Sort A to Z
Sort Z to A
Clear filter from Position
Text Filters
☐ (Select All)
☐ (Blanks)
☐ Accounting Assistant
☐ Accounting Manager
☐ Owner
☐ Purchasing Assistant
☐ Purchasing Manager
☐ Purchasing Representative
OK
Cancel

- To locate all records for those who are an **Owner**, click on the **Owner** tick box.

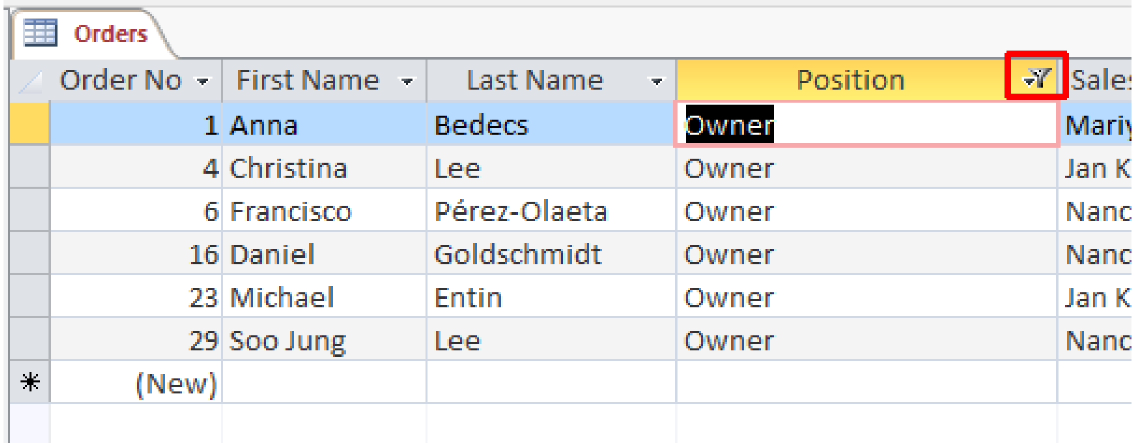

Sort A to Z
Sort Z to A
Clear filter from Position
Text Filters
☐ (Select All)
☐ (Blanks)
☐ Accounting Assistant
☐ Accounting Manager
☑ Owner
☐ Purchasing Assistant
☐ Purchasing Manager
☐ Purchasing Representative
OK
Cancel

- Click on the **OK** button. Six records are displayed with **Owner** in the **Positions** field.



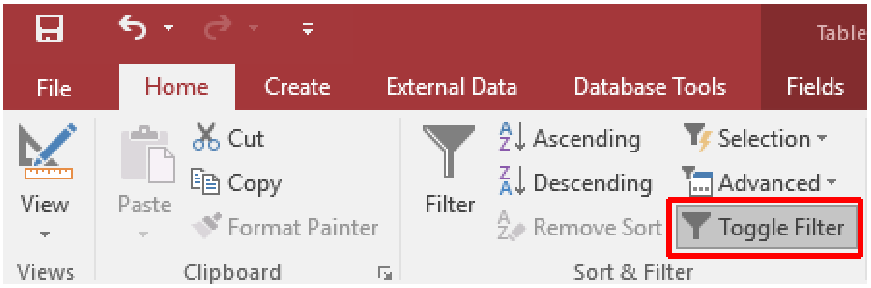
Order No	First Name	Last Name	Position	Sales Account Manager	Category
1	Anna	Bedecs	Owner	Mariya Sergienko	Beverages
4	Christina	Lee	Owner	Jan Kotas	Oil
6	Francisco	Pérez-Olaeta	Owner	Nancy Freehafer	Dried Fruit & Nut
16	Daniel	Goldschmidt	Owner	Nancy Freehafer	Beverages
23	Michael	Entin	Owner	Jan Kotas	Sauces
29	Soo Jung	Lee	Owner	Nancy Freehafer	Cereal
(New)					

- A button is displayed to the right of the field name of any field which has a filter applied.



Order No	First Name	Last Name	Position	Sale
1	Anna	Bedecs	Owner	Mari
4	Christina	Lee	Owner	Jan K
6	Francisco	Pérez-Olaeta	Owner	Nanc
16	Daniel	Goldschmidt	Owner	Nanc
23	Michael	Entin	Owner	Jan K
29	Soo Jung	Lee	Owner	Nanc
(New)				

- If necessary, click on the **Home** tab and within the **Sort & Filter** group, the **Toggle Filter** button is now active.



Table
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Home
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External Data
Database Tools
Fields
View
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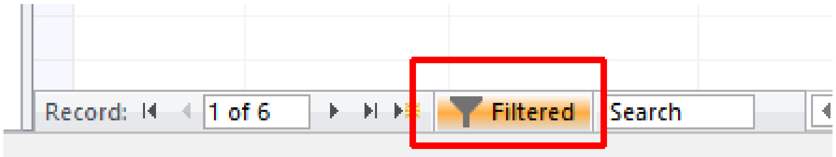
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter

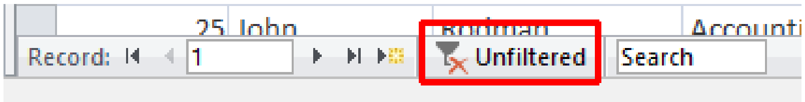
Toggle Filter effectively turns the filter **on** and **off**, switching between the filtered view and normal view (unfiltered).

- The **Filtered** button (at the bottom of the window) which was previously greyed out is now active in the record navigation bar at the bottom of the table.



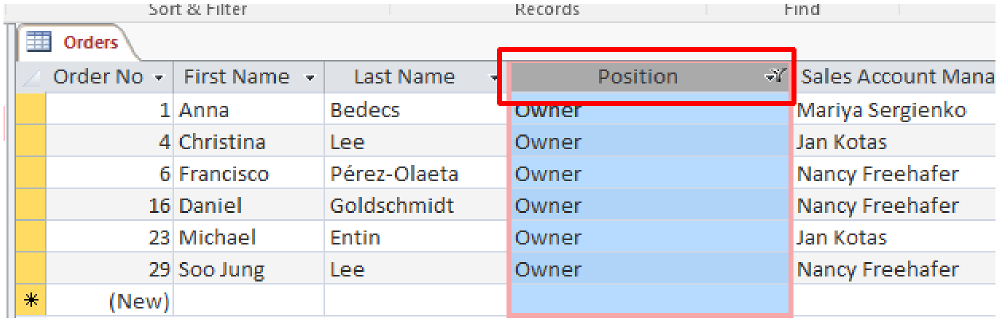
Record:
1 of 6
Filtered
Search

- The **Filtered** button works in exactly the same way as a **Toggle Filter** button in the **Sort & Filter** group in the ribbon.
- Click on the **Filtered** button once. The table is temporarily unfiltered and all records are visible.
- Click on the **Unfiltered** button to revert back to the filtered view.


25 John
Record:
1
Unfiltered
Search

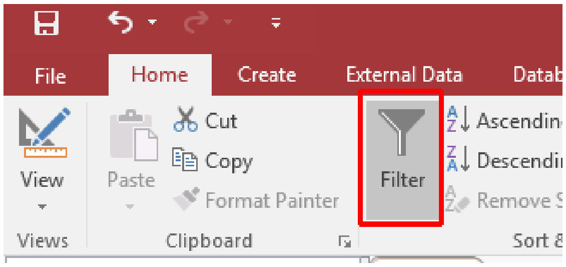
Clearing a single filter

- To clear a filter that you applied click at the top of the **Position** column to select the column.


Sort & Filter
Records
Find
Orders

Order No	First Name	Last Name	Position	Sales Account Mana
1	Anna	Bedecs	Owner	Mariya Sergienko
4	Christina	Lee	Owner	Jan Kotas
6	Francisco	Pérez-Olaeta	Owner	Nancy Freehafer
16	Daniel	Goldschmidt	Owner	Nancy Freehafer
23	Michael	Entin	Owner	Jan Kotas
29	Soo Jung	Lee	Owner	Nancy Freehafer
(New)				

- Click on the **Home** tab and within the **Sort & Filter** group, click on the **Filter** button.


File
Home
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External Data
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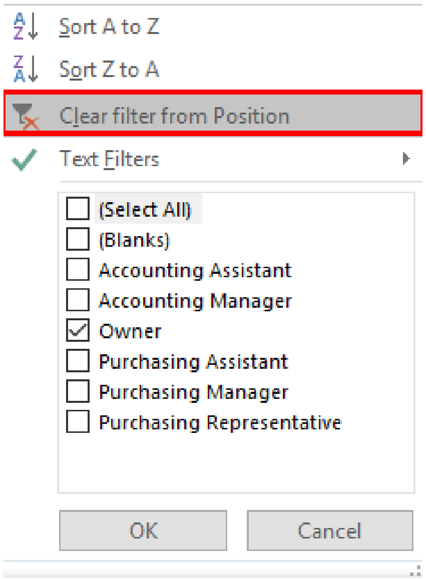
Format Painter
Filter
Views
Clipboard

The **Filter** dialog box is displayed.


Sort A to Z
Sort Z to A
Clear filter from Position
Text Filters
☐ (Select All)
☐ (Blanks)
☐ Accounting Assistant
☐ Accounting Manager
☑ Owner
☐ Purchasing Assistant
☐ Purchasing Manager
☐ Purchasing Representative
OK
Cancel

NOTE: Only when a filter is in use, will the **Clear filter from Position** option be available in the list, otherwise the option will be greyed out.

- Select the **Clear filter from Position** option from the list to remove the filter.
- All the records will now be displayed again.

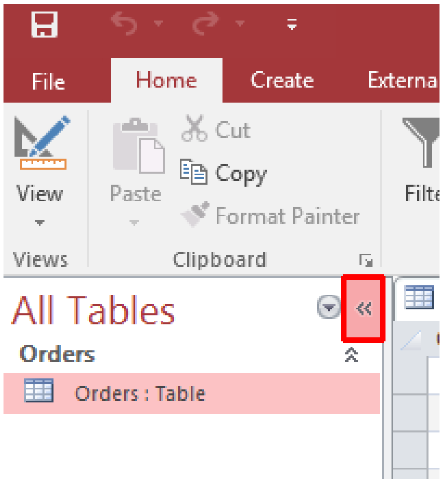
Creating multiple filters

- Using a filter on one field helps reduce the list of records to those that meet the criteria set, however there may be occasions when you want to be even more specific about the records you wish to display. This can be accomplished by setting different filters across multiple fields.

  NOTE: Only one filter can be specified per field, however multiple criteria can be included in one filter.

- To set filters on multiple fields, you simply follow the steps used for creating a simple filter and repeat the process across additional fields. The only subtle difference is in the process of clearing multiple field filters, covered later in this section.

- With the **Orders** table open, click on the double left pointing arrow button, top right of the Navigation Pane to minimize the pane.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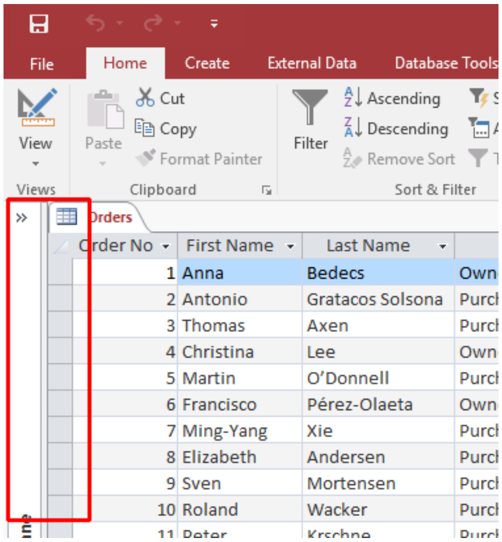
Clipboard
All Tables
«
Orders
Orders : Table

NOTE: Minimizing the navigation pane provides more viewing space when working with database object.


File
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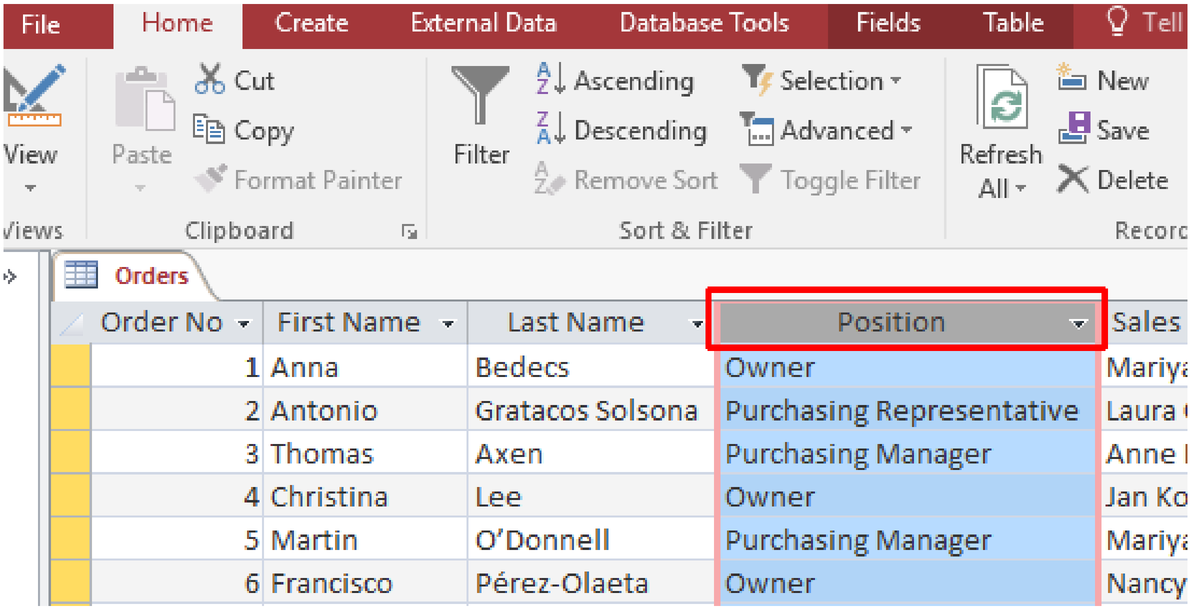
External Data
Database Tools
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Views
Clipboard
Sort & Filter
»
Orders

Order No	First Name	Last Name	
1	Anna	Bedecs	Own
2	Antonio	Gratacos Solsona	Purcl
3	Thomas	Axen	Purcl
4	Christina	Lee	Own
5	Martin	O'Donnell	Purcl
6	Francisco	Pérez-Olaeta	Own
7	Ming-Yang	Xie	Purcl
8	Elizabeth	Andersen	Purcl
9	Sven	Mortensen	Purcl
10	Roland	Wacker	Purcl
11	Peter	Krschne	Purcl

- Click at the top of the **Position** field name to highlight the column.


File
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Database Tools
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Format Painter
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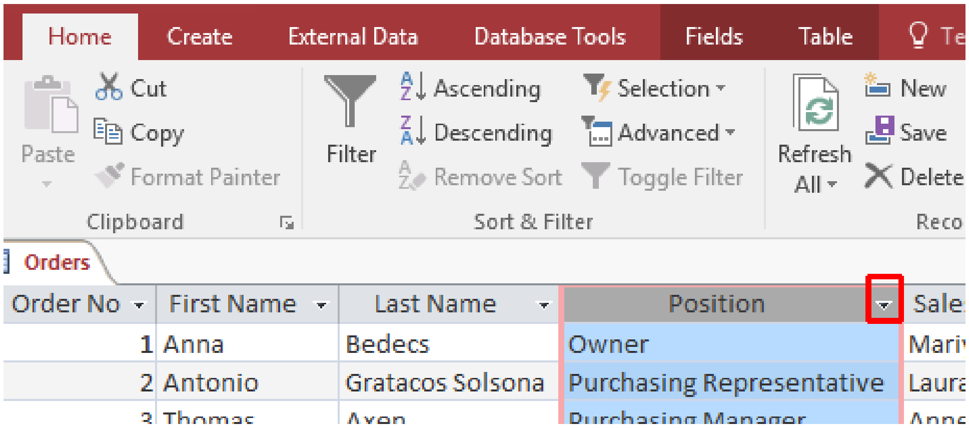
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Views
Clipboard
Sort & Filter
Record
Orders

Order No	First Name	Last Name	Position	Sales
1	Anna	Bedecs	Owner	Mariy
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura
3	Thomas	Axen	Purchasing Manager	Anne
4	Christina	Lee	Owner	Jan Ko
5	Martin	O'Donnell	Purchasing Manager	Mariy
6	Francisco	Pérez-Olaeta	Owner	Nancy

- Click on the **down arrow** button to the right of the **Position** field name.


Home
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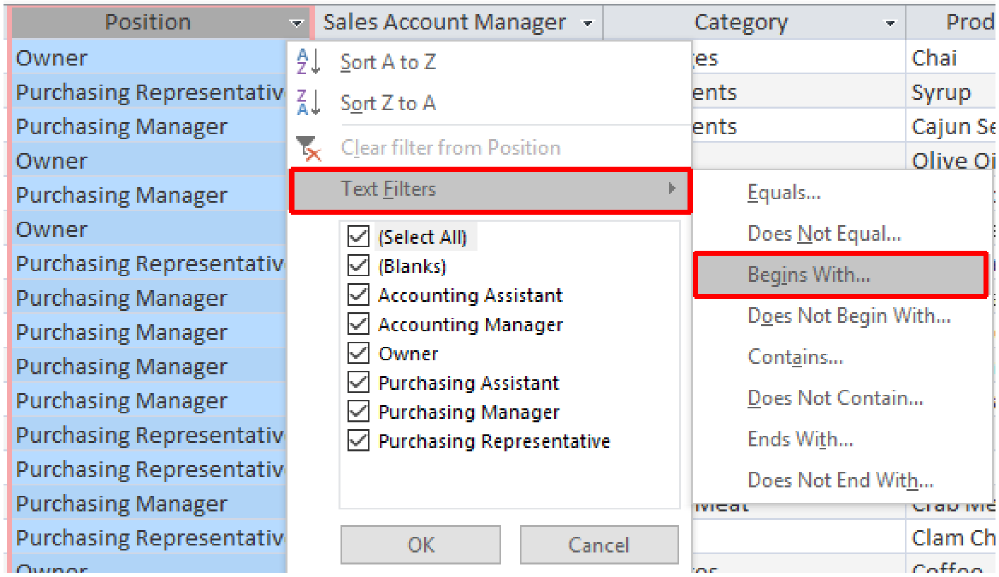
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Clipboard
Sort & Filter
Reco
Orders

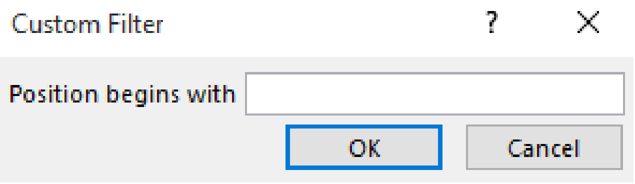
Order No	First Name	Last Name	Position	Sale
1	Anna	Bedecs	Owner	Mari
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura

- In the dialog box click on the **Text Filters** command and from the submenu displayed, click on **Begins With**.

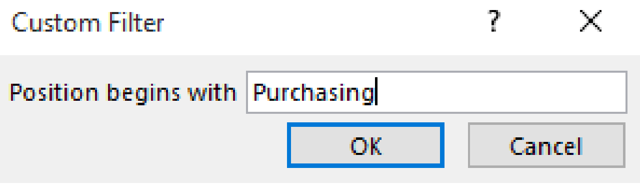

Position
Sales Account Manager
Category
Prod
Sort A to Z
Sort Z to A
Clear filter from Position
Text Filters
☑ (Select All)
☑ (Blanks)
☑ Accounting Assistant
☑ Accounting Manager
☑ Owner
☑ Purchasing Assistant
☑ Purchasing Manager
☑ Purchasing Representative
OK
Cancel
Equals...
Does Not Equal...
Begins With...
Does Not Begin With...
Contains...
Does Not Contain...
Ends With...
Does Not End With...

NOTE: Text Filters are custom filters that allow you to specify criteria without having to use operators such as <, >, =, etc

- The **Custom Filter** dialog box is displayed.


Custom Filter
?
Position begins with
OK
Cancel

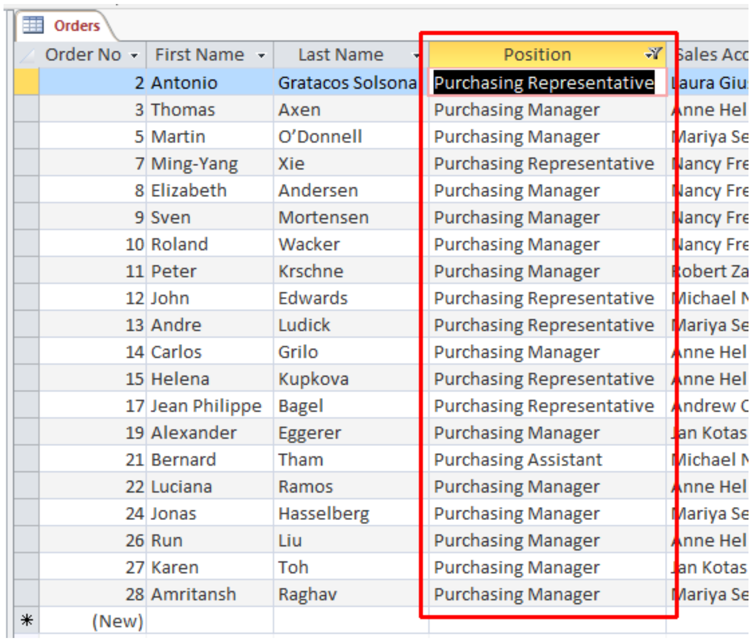
- Click into the box and type in **Purchasing**.


Custom Filter
?
OK
Cancel

Position begins with Purchasing

- Click on the **OK** button.

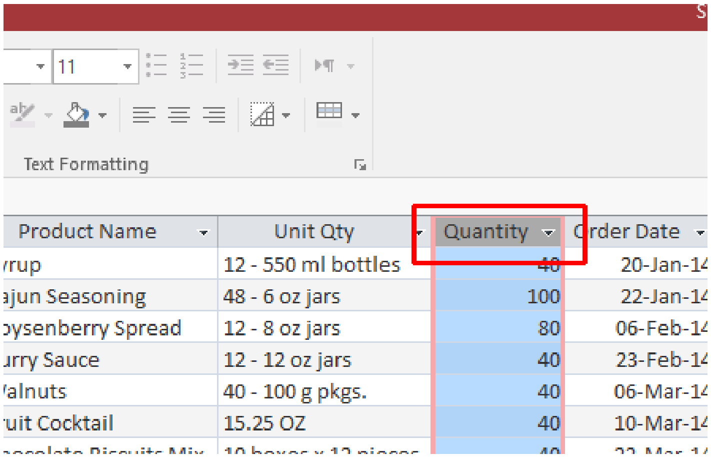
Only records matching the criteria, beginning with the word '**Purchasing**' in the **Position** field remain displayed.



Order No	First Name	Last Name	Position	Sales Acc
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura Giu
3	Thomas	Axen	Purchasing Manager	Anne Hel
5	Martin	O'Donnell	Purchasing Manager	Mariya Se
7	Ming-Yang	Xie	Purchasing Representative	Nancy Fre
8	Elizabeth	Andersen	Purchasing Manager	Nancy Fre
9	Sven	Mortensen	Purchasing Manager	Nancy Fre
10	Roland	Wacker	Purchasing Manager	Nancy Fre
11	Peter	Krschne	Purchasing Manager	Robert Za
12	John	Edwards	Purchasing Representative	Michael N
13	Andre	Ludick	Purchasing Representative	Mariya Se
14	Carlos	Grilo	Purchasing Manager	Anne Hel
15	Helena	Kupkova	Purchasing Representative	Anne Hel
17	Jean Philippe	Bagel	Purchasing Representative	Andrew C
19	Alexander	Eggerer	Purchasing Manager	Jan Kotas
21	Bernard	Tham	Purchasing Assistant	Michael N
22	Luciana	Ramos	Purchasing Manager	Anne Hel
24	Jonas	Hasselberg	Purchasing Manager	Mariya Se
26	Run	Liu	Purchasing Manager	Anne Hel
27	Karen	Toh	Purchasing Manager	Jan Kotas
28	Amritansh	Raghav	Purchasing Manager	Mariya Se
(New)				

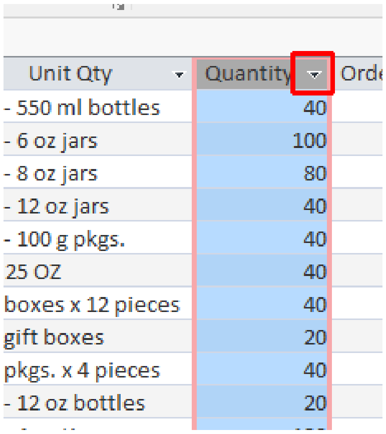
- Click at the top of the **Quantity** field column.

NOTE: If you do not see this field, you may have the scroll to the right.



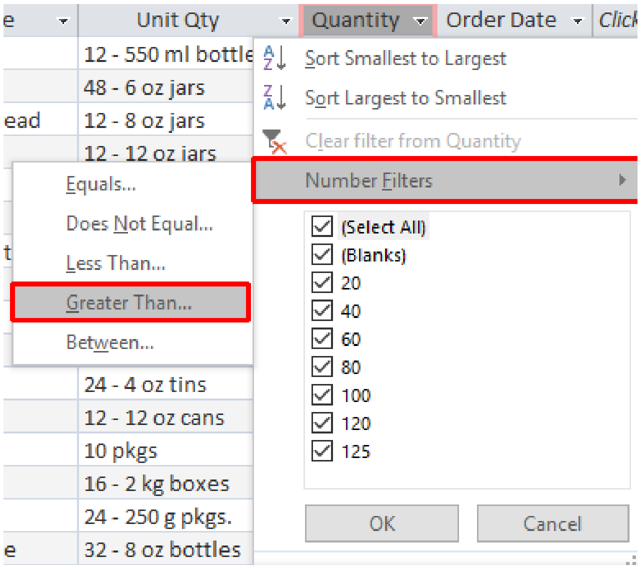
Product Name	Unit Qty	Quantity	Order Date
yrup	12 - 550 ml bottles	40	20-Jan-14
ajun Seasoning	48 - 6 oz jars	100	22-Jan-14
oysenberry Spread	12 - 8 oz jars	80	06-Feb-14
urry Sauce	12 - 12 oz jars	40	23-Feb-14
alnuts	40 - 100 g pkgs.	40	06-Mar-14
uit Cocktail	15.25 OZ	40	10-Mar-14

- Click on the **down arrow** button to the right of the **Quantity** field name.

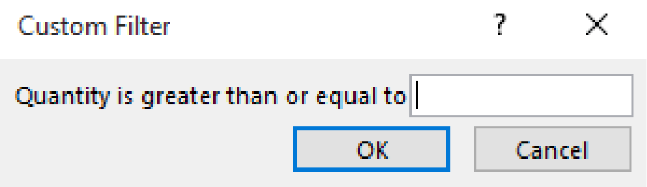


Unit Qty	Quantity	Orde
- 550 ml bottles	40	
- 6 oz jars	100	
- 8 oz jars	80	
- 12 oz jars	40	
- 100 g pkgs.	40	
25 OZ	40	
boxes x 12 pieces	40	
gift boxes	20	
pkgs. x 4 pieces	40	
- 12 oz bottles	20	

- When the **Filter** dialog box is displayed, click on the **Number Filters** command and from the sub menu displayed, click on **Greater Than**.


Unit Qty
Quantity
Order Date
Click
12 - 550 ml bottle
48 - 6 oz jars
12 - 8 oz jars
12 - 12 oz jars
Sort Smallest to Largest
Sort Largest to Smallest
Clear filter from Quantity
Number Filters
Equals...
Does Not Equal...
Less Than...
Greater Than...
Between...
☑ (Select All)
☑ (Blanks)
☑ 20
☑ 40
☑ 60
☑ 80
☑ 100
☑ 120
☑ 125
24 - 4 oz tins
12 - 12 oz cans
10 pkgs
16 - 2 kg boxes
24 - 250 g pkgs.
32 - 8 oz bottles
OK
Cancel

- The **Custom Filter** dialog box is displayed.

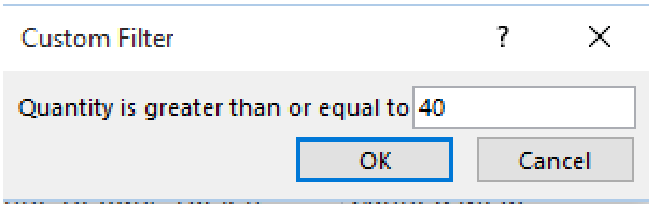

Custom Filter
?
Quantity is greater than or equal to
OK
Cancel

NOTE: Although the title in the **Number** filter list was

‘**Greater Than**’

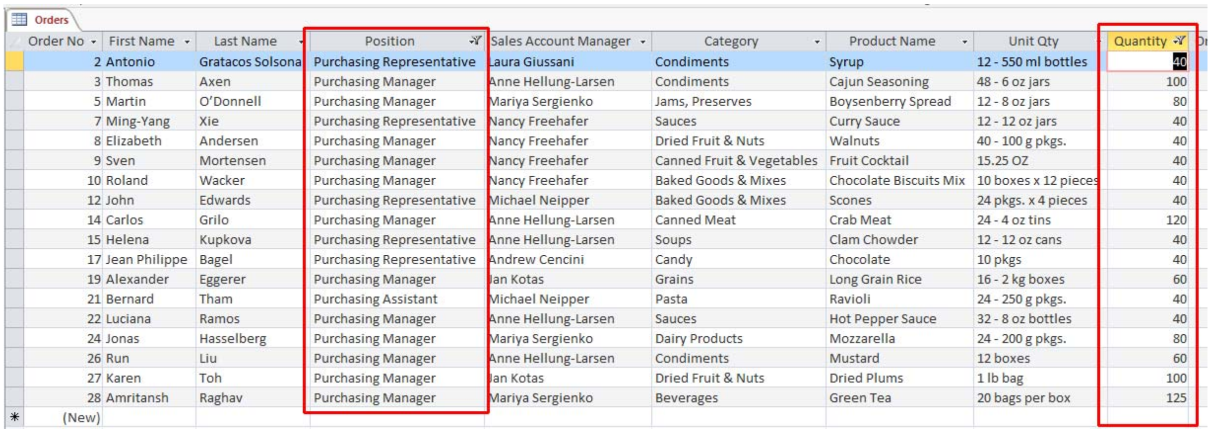
the dialog box states ‘**Quantity is greater than or equal to**’ therefore when you enter in a value of **40** for example, the filter will display records with values of **40** and above.

- Click into the **box** and type in **40**.



Quantity is greater than or equal to 40

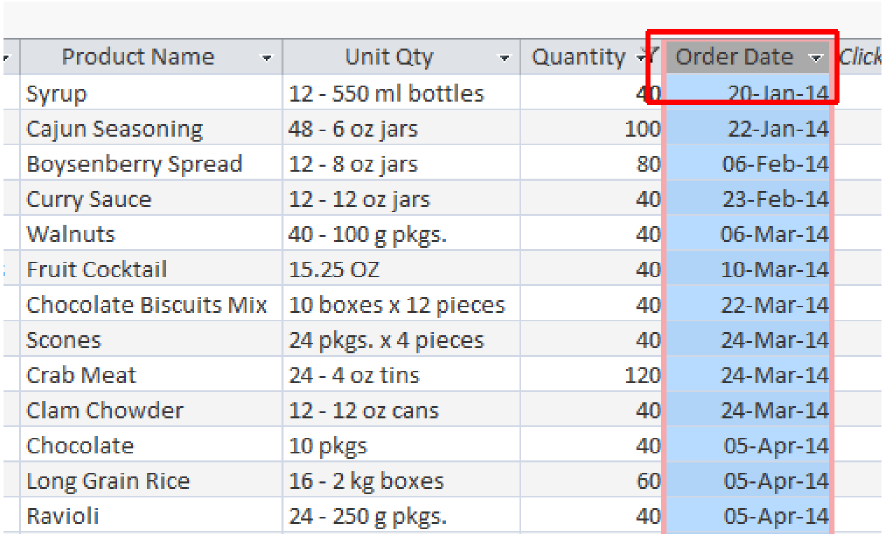
- Click on the **OK** button. Only records matching a **Position** beginning with the word ‘**Purchase**’ and a ‘**Quantity**’ greater than or equal to **40** remain displayed.



Order No	First Name	Last Name	Position	Sales Account Manager	Category	Product Name	Unit Qty	Quantity
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura Giussani	Condiments	Syrup	12 - 550 ml bottles	40
3	Thomas	Axen	Purchasing Manager	Anne Hellung-Larsen	Condiments	Cajun Seasoning	48 - 6 oz jars	100
5	Martin	O’Donnell	Purchasing Manager	Mariya Sergienko	Jams, Preserves	Boysenberry Spread	12 - 8 oz jars	80
7	Ming-Yang	Xie	Purchasing Representative	Nancy Freehafer	Sauces	Curry Sauce	12 - 12 oz jars	40
8	Elizabeth	Andersen	Purchasing Manager	Nancy Freehafer	Dried Fruit & Nuts	Walnuts	40 - 100 g pkgs.	40
9	Sven	Mortensen	Purchasing Manager	Nancy Freehafer	Canned Fruit & Vegetables	Fruit Cocktail	15.25 OZ	40
10	Roland	Wacker	Purchasing Manager	Nancy Freehafer	Baked Goods & Mixes	Chocolate Biscuits Mix	10 boxes x 12 pieces	40
12	John	Edwards	Purchasing Representative	Michael Neipper	Baked Goods & Mixes	Scones	24 pkgs. x 4 pieces	40
14	Carlos	Grilo	Purchasing Manager	Anne Hellung-Larsen	Canned Meat	Crab Meat	24 - 4 oz tins	120
15	Helena	Kupkova	Purchasing Representative	Anne Hellung-Larsen	Soups	Clam Chowder	12 - 12 oz cans	40
17	Jean Philippe	Bagel	Purchasing Representative	Andrew Cencini	Candy	Chocolate	10 pkgs	40
19	Alexander	Eggerer	Purchasing Manager	Jan Kotas	Grains	Long Grain Rice	16 - 2 kg boxes	60
21	Bernard	Tham	Purchasing Assistant	Michael Neipper	Pasta	Ravioli	24 - 250 g pkgs.	40
22	Luciana	Ramos	Purchasing Manager	Anne Hellung-Larsen	Sauces	Hot Pepper Sauce	32 - 8 oz bottles	40
24	Jonas	Hasselberg	Purchasing Manager	Mariya Sergienko	Dairy Products	Mozzarella	24 - 200 g pkgs.	80
26	Run	Liu	Purchasing Manager	Anne Hellung-Larsen	Condiments	Mustard	12 boxes	60
27	Karen	Toh	Purchasing Manager	Jan Kotas	Dried Fruit & Nuts	Dried Plums	1 lb bag	100
28	Amritansh	Raghav	Purchasing Manager	Mariya Sergienko	Beverages	Green Tea	20 bags per box	125
(New)								

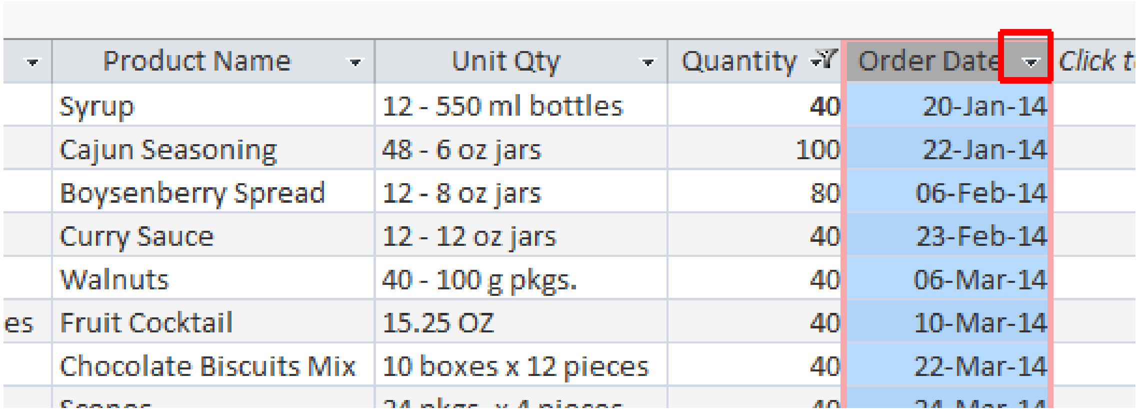
- Position the pointer at the top of the **Order Date** field.

  NOTE: You may have to scroll to the right to view this field.



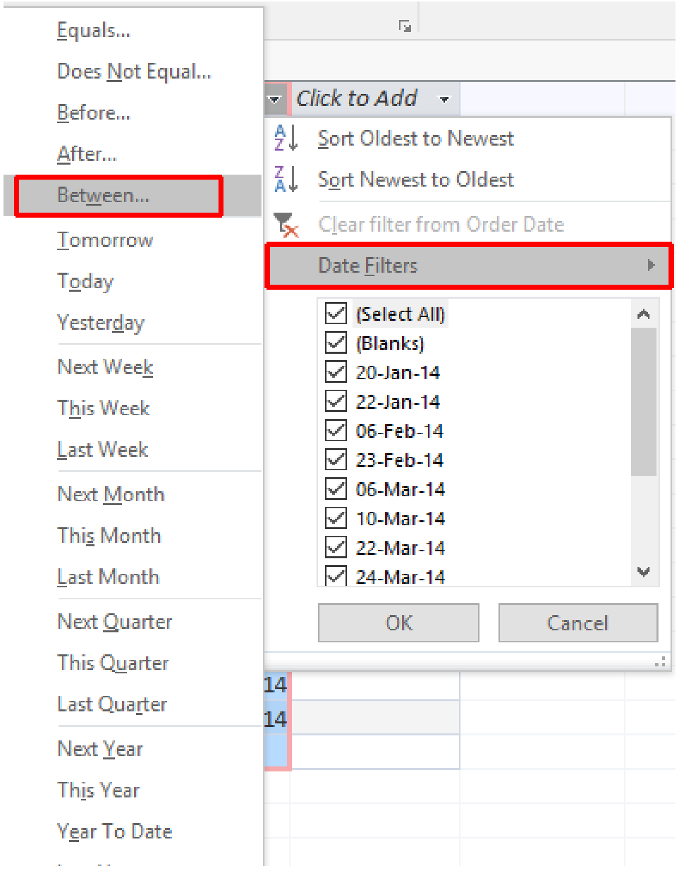
Product Name	Unit Qty	Quantity	Order Date	Click
Syrup	12 - 550 ml bottles	40	20-Jan-14	
Cajun Seasoning	48 - 6 oz jars	100	22-Jan-14	
Boysenberry Spread	12 - 8 oz jars	80	06-Feb-14	
Curry Sauce	12 - 12 oz jars	40	23-Feb-14	
Walnuts	40 - 100 g pkgs.	40	06-Mar-14	
Fruit Cocktail	15.25 OZ	40	10-Mar-14	
Chocolate Biscuits Mix	10 boxes x 12 pieces	40	22-Mar-14	
Scones	24 pkgs. x 4 pieces	40	24-Mar-14	
Crab Meat	24 - 4 oz tins	120	24-Mar-14	
Clam Chowder	12 - 12 oz cans	40	24-Mar-14	
Chocolate	10 pkgs	40	05-Apr-14	
Long Grain Rice	16 - 2 kg boxes	60	05-Apr-14	
Ravioli	24 - 250 g pkgs.	40	05-Apr-14	

- Click on the **down arrow** button to the right of the **Order Date** field name.

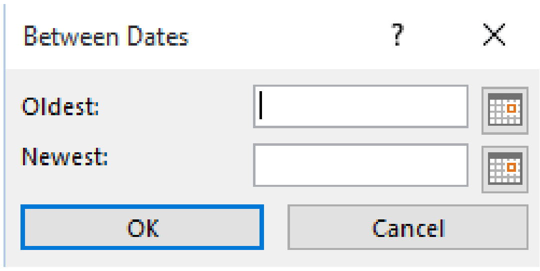


	Product Name	Unit Qty	Quantity	Order Date	Click t
	Syrup	12 - 550 ml bottles	40	20-Jan-14	
	Cajun Seasoning	48 - 6 oz jars	100	22-Jan-14	
	Boysenberry Spread	12 - 8 oz jars	80	06-Feb-14	
	Curry Sauce	12 - 12 oz jars	40	23-Feb-14	
	Walnuts	40 - 100 g pkgs.	40	06-Mar-14	
es	Fruit Cocktail	15.25 OZ	40	10-Mar-14	
	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	22-Mar-14	

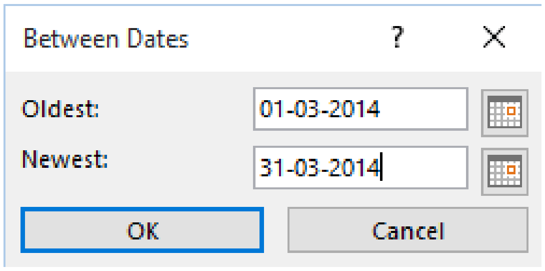
- When the filter dialog box is displayed, select the **Date Filters** command and from the submenu displayed, click on **Between**.


Equals...
Does Not Equal...
Before...
After...
Between...
Tomorrow
Today
Yesterday
Next Week
This Week
Last Week
Next Month
This Month
Last Month
Next Quarter
This Quarter
Last Quarter
Next Year
This Year
Year To Date
Click to Add
Sort Oldest to Newest
Sort Newest to Oldest
Clear filter from Order Date
Date Filters
☑ (Select All)
☑ (Blanks)
☑ 20-Jan-14
☑ 22-Jan-14
☑ 06-Feb-14
☑ 23-Feb-14
☑ 06-Mar-14
☑ 10-Mar-14
☑ 22-Mar-14
☑ 24-Mar-14
OK
Cancel
14
14

- The **Between Dates** dialog box is displayed.

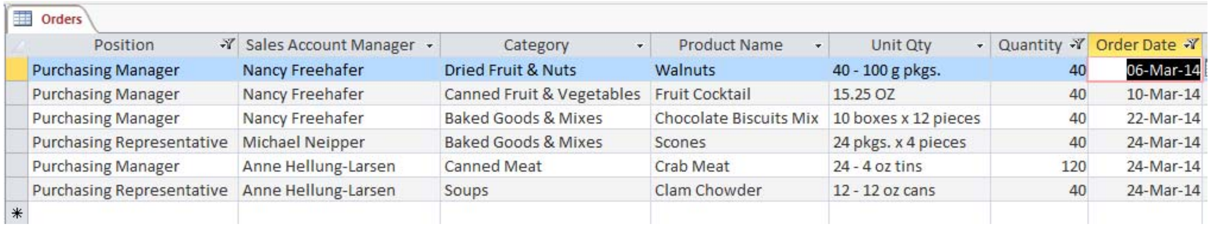

Between Dates
?
Oldest:
Newest:
OK
Cancel

- Into the **Oldest** section, type in **01-03-2014**.
- Into the **Newest** section type in **31-03-2014**.


Between Dates
?
OK
Cancel

Oldest: 01-03-2014
Newest: 31-03-2014

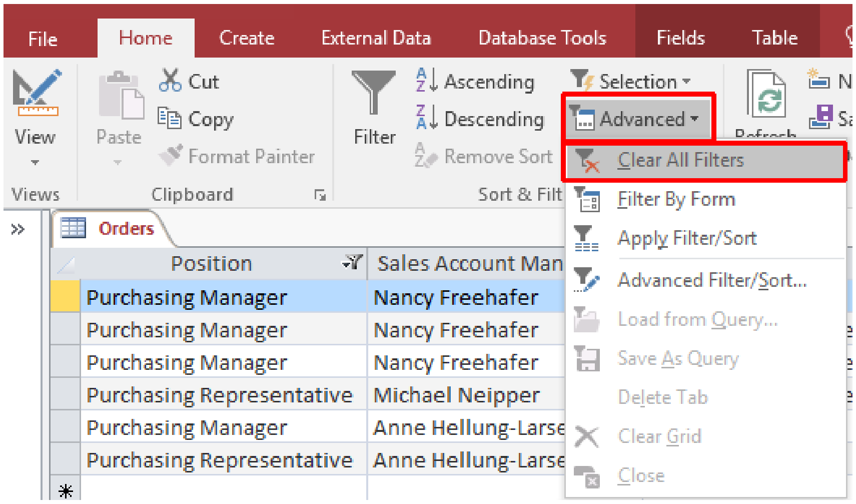
- Click on the **OK** button. Now the number of records matching the three filters is reduced even further.



Position	Sales Account Manager	Category	Product Name	Unit Qty	Quantity	Order Date
Purchasing Manager	Nancy Freehafer	Dried Fruit & Nuts	Walnuts	40 - 100 g pkgs.	40	06-Mar-14
Purchasing Manager	Nancy Freehafer	Canned Fruit & Vegetables	Fruit Cocktail	15.25 OZ	40	10-Mar-14
Purchasing Manager	Nancy Freehafer	Baked Goods & Mixes	Chocolate Biscuits Mix	10 boxes x 12 pieces	40	22-Mar-14
Purchasing Representative	Michael Neipper	Baked Goods & Mixes	Scones	24 pkgs. x 4 pieces	40	24-Mar-14
Purchasing Manager	Anne Hellung-Larsen	Canned Meat	Crab Meat	24 - 4 oz tins	120	24-Mar-14
Purchasing Representative	Anne Hellung-Larsen	Soups	Clam Chowder	12 - 12 oz cans	40	24-Mar-14

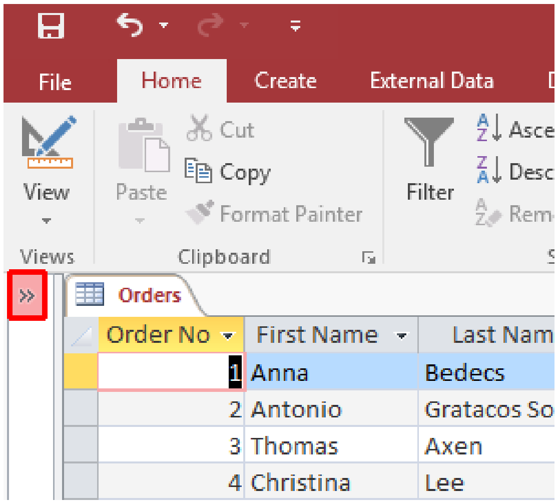
Clearing multiple filters

- Although it is possible to clear each filter, one at a time by following the steps used to clear a single filter; it is also possible to clear all filters at once.
- Click on the **Home** tab and within the **Sort & Filter** group, click on the **Advanced** button. From the list displayed, select **Clear All Filters** option. The filters will be removed and all records will once again be displayed.


File
Home
Create
External Data
Database Tools
Fields
Table
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Sort & Filt
Selection
Advanced
Refresh
Clear All Filters
Filter By Form
Apply Filter/Sort
Advanced Filter/Sort...
Load from Query...
Save As Query
Delete Tab
Clear Grid
Close
Orders

Position	Sales Account Man
Purchasing Manager	Nancy Freehafer
Purchasing Manager	Nancy Freehafer
Purchasing Manager	Nancy Freehafer
Purchasing Representative	Michael Neipper
Purchasing Manager	Anne Hellung-Larse
Purchasing Representative	Anne Hellung-Larse

- Click on the button, as illustrated below to re-expand the side pane.


File
Home
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External Data
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Paste
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Rem
Views
Clipboard
Orders

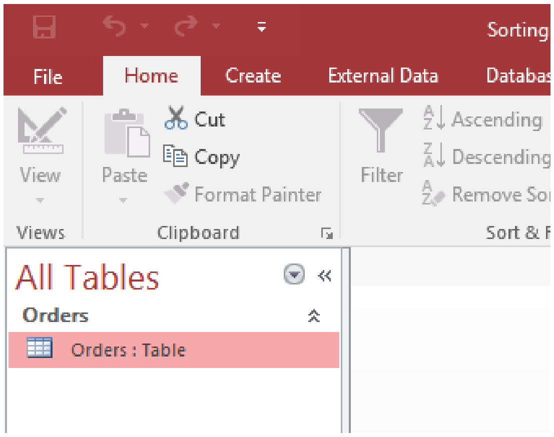
Order No	First Name	Last Nam
1	Anna	Bedecs
2	Antonio	Gratacos So
3	Thomas	Axen
4	Christina	Lee

- Close Access and save any changes you have made.

Sorting within Access 2016

Sorting Records A-Z

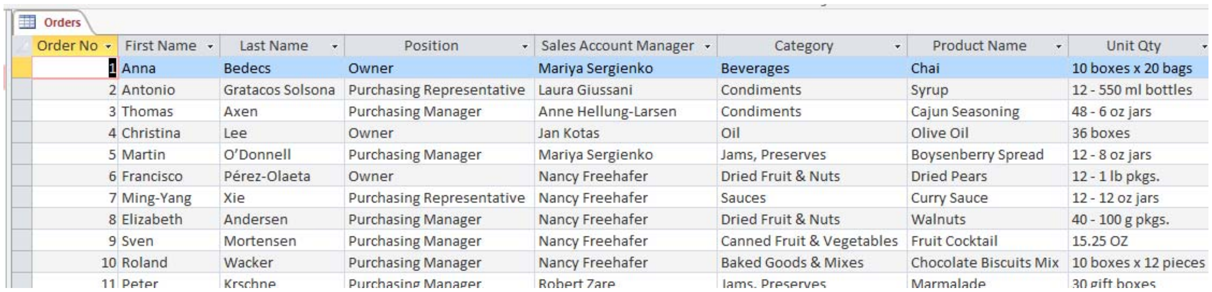
- Start the Access program.
- Open a database called **Sorting Records**.



- Sorting arranges the data within a table into alphabetical or numerical order, making it more effective and easier to use. Data is easier to find when we know it is sorted in some order, for example, even a simple computerized address book is sorted alphabetically from A – Z and calendars are sorted by date order.

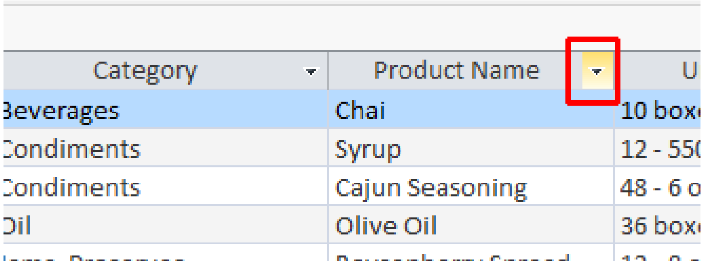
  NOTE: A table, query, form, or report can be sorted on one or more fields, with the exception of attachments or OLE data type fields.

- Double click on the **Orders** table to open the table.



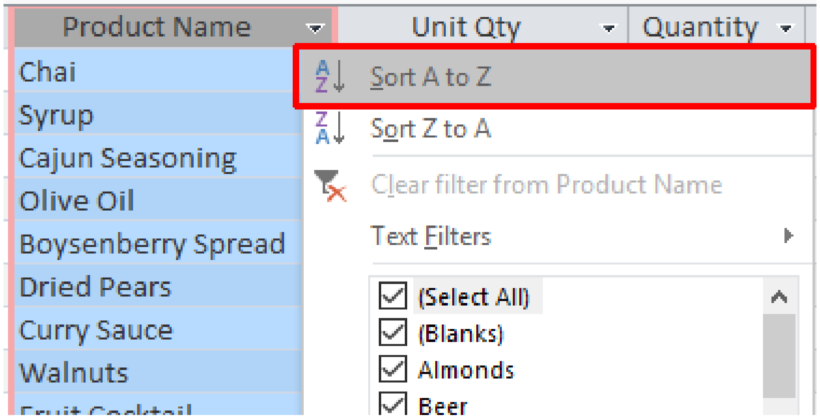
Order No	First Name	Last Name	Position	Sales Account Manager	Category	Product Name	Unit Qty
1	Anna	Bedecs	Owner	Mariya Sergienko	Beverages	Chai	10 boxes x 20 bags
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura Giussani	Condiments	Syrup	12 - 550 ml bottles
3	Thomas	Axen	Purchasing Manager	Anne Hellung-Larsen	Condiments	Cajun Seasoning	48 - 6 oz jars
4	Christina	Lee	Owner	Jan Kotas	Oil	Olive Oil	36 boxes
5	Martin	O'Donnell	Purchasing Manager	Mariya Sergienko	Jams, Preserves	Boysenberry Spread	12 - 8 oz jars
6	Francisco	Pérez-Olaeta	Owner	Nancy Freehafer	Dried Fruit & Nuts	Dried Pears	12 - 1 lb pkgs.
7	Ming-Yang	Xie	Purchasing Representative	Nancy Freehafer	Sauces	Curry Sauce	12 - 12 oz jars
8	Elizabeth	Andersen	Purchasing Manager	Nancy Freehafer	Dried Fruit & Nuts	Walnuts	40 - 100 g pkgs.
9	Sven	Mortensen	Purchasing Manager	Nancy Freehafer	Canned Fruit & Vegetables	Fruit Cocktail	15.25 OZ
10	Roland	Wacker	Purchasing Manager	Nancy Freehafer	Baked Goods & Mixes	Chocolate Biscuits Mix	10 boxes x 12 pieces
11	Peter	Krschne	Purchasing Manager	Robert Zare	Jams, Preserves	Marmalade	30 gift boxes

- To sort a single field, such as the **Product Name** field, click on the down arrow on the field name header.



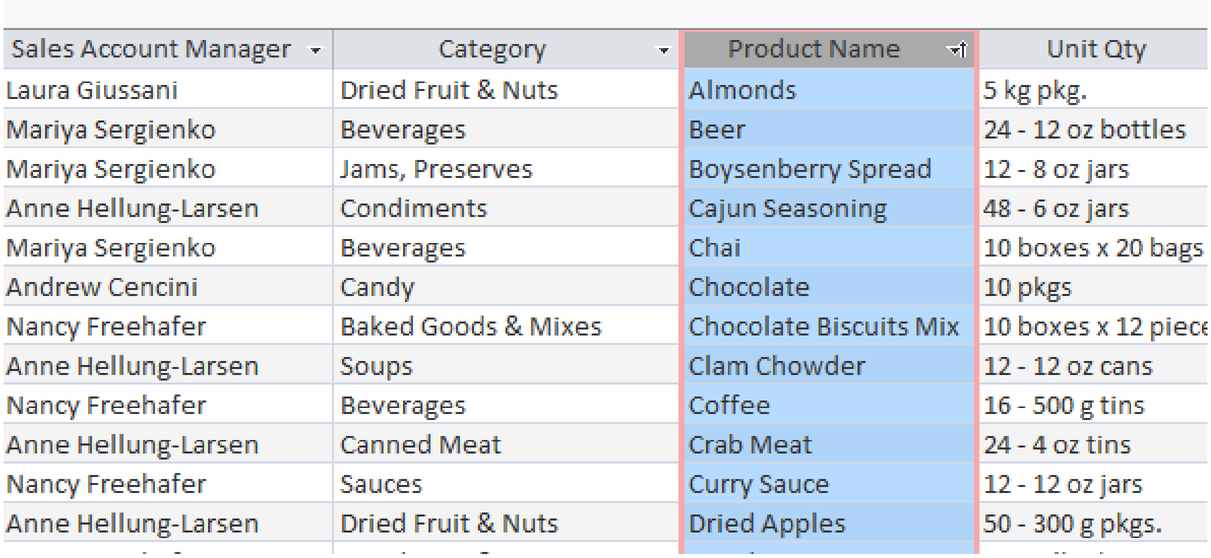
Category	Product Name	U
Beverages	Chai	10 box
Condiments	Syrup	12 - 55
Condiments	Cajun Seasoning	48 - 6 o
Oil	Olive Oil	36 box

- From the drop down list displayed, select **Sort A to Z**.



Product Name
Chai
Syrup
Cajun Seasoning
Olive Oil
Boysenberry Spread
Dried Pears
Curry Sauce
Walnuts

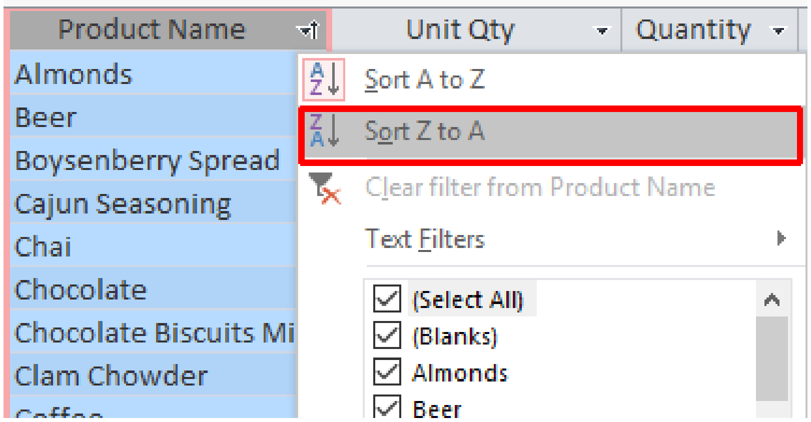
- The data will be sorted by **Product Name**, as illustrated.



Sales Account Manager	Category	Product Name	Unit Qty
Laura Giussani	Dried Fruit & Nuts	Almonds	5 kg pkg.
Mariya Sergienko	Beverages	Beer	24 - 12 oz bottles
Mariya Sergienko	Jams, Preserves	Boysenberry Spread	12 - 8 oz jars
Anne Hellung-Larsen	Condiments	Cajun Seasoning	48 - 6 oz jars
Mariya Sergienko	Beverages	Chai	10 boxes x 20 bags
Andrew Cencini	Candy	Chocolate	10 pkgs
Nancy Freehafer	Baked Goods & Mixes	Chocolate Biscuits Mix	10 boxes x 12 piece
Anne Hellung-Larsen	Soups	Clam Chowder	12 - 12 oz cans
Nancy Freehafer	Beverages	Coffee	16 - 500 g tins
Anne Hellung-Larsen	Canned Meat	Crab Meat	24 - 4 oz tins
Nancy Freehafer	Sauces	Curry Sauce	12 - 12 oz jars
Anne Hellung-Larsen	Dried Fruit & Nuts	Dried Apples	50 - 300 g pkgs.

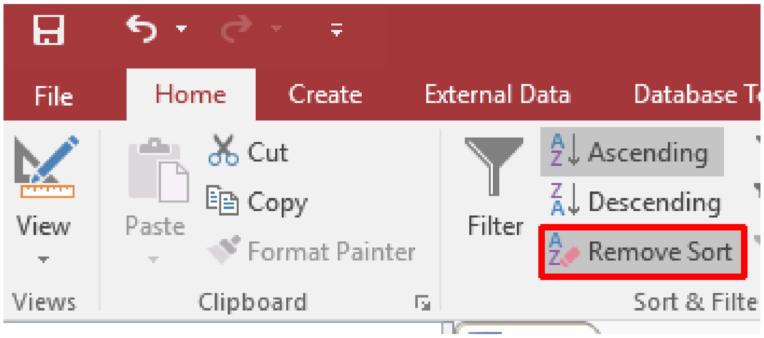
Sorting records Z-A

- To sort in reverse order, repeat the process and select **Sort Z to A**.


Product Name
Unit Qty
Quantity
Almonds
Beer
Boysenberry Spread
Cajun Seasoning
Chai
Chocolate
Chocolate Biscuits Mi
Clam Chowder
Sort A to Z
Sort Z to A
Clear filter from Product Name
Text Filters
(Select All)
(Blanks)
Almonds
Beer

Removing a sort

- To remove a sort, click on the **Remove Sort** button within the **Sort & Filter** group. The table returns to the default sort order.


File
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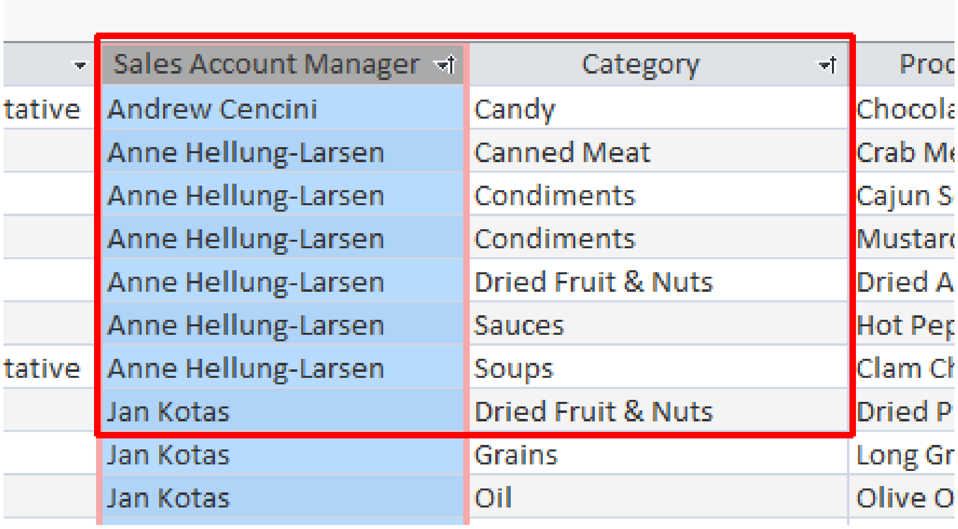
Create
External Data
Database T
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Views
Clipboard
Sort & Filte

Sorting on multiple fields

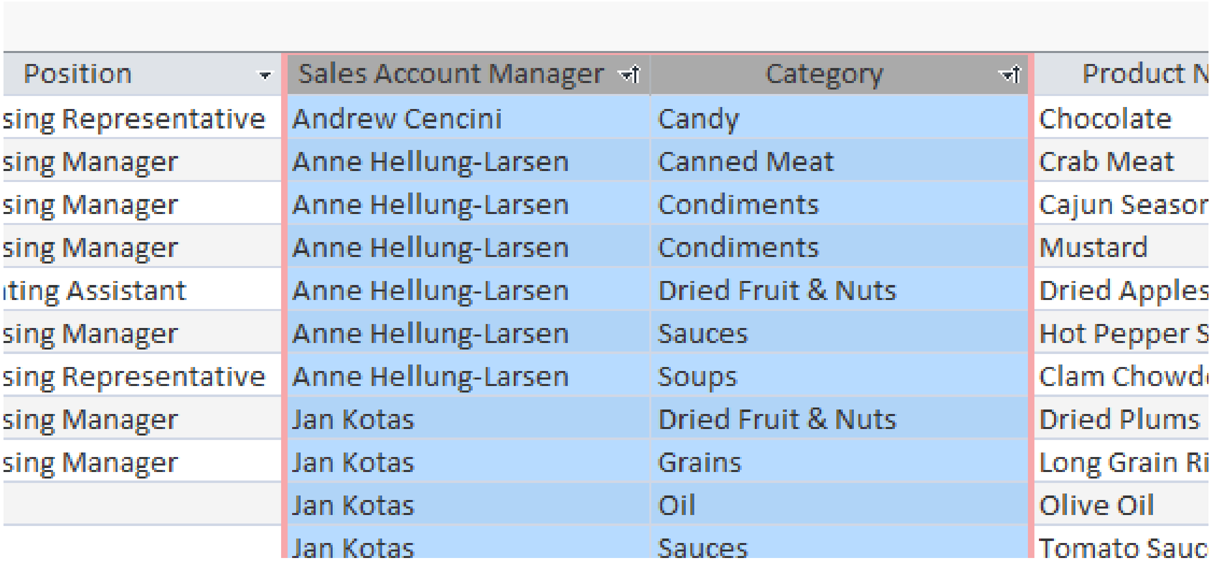
- In the table below, the **Sales Account Manager** and the **Category** fields are side by side, with the **Sales Account Manager** field to the left of the **Category** field. This positioning is relevant when using a sort on multiple fields in a table, as the left most field in the select group of fields, takes priority over the fields to the right.

- A sort is needed to organize the **Sales Account Managers** into alphabetical order first, then sort the **Category** field so that categories within that field are alphabetical according to each **Sales Account Manager**, as seen in the image below.



	Sales Account Manager	Category	Proc
tative	Andrew Cencini	Candy	Chocola
	Anne Hellung-Larsen	Canned Meat	Crab M
	Anne Hellung-Larsen	Condiments	Cajun S
	Anne Hellung-Larsen	Condiments	Mustar
	Anne Hellung-Larsen	Dried Fruit & Nuts	Dried A
	Anne Hellung-Larsen	Sauces	Hot Pep
tative	Anne Hellung-Larsen	Soups	Clam Ch
	Jan Kotas	Dried Fruit & Nuts	Dried P
	Jan Kotas	Grains	Long Gr
	Jan Kotas	Oil	Olive O

- Place the pointer over the **Sales Account Manager** field name (at the top of the column) ***without clicking***. When the pointer changes to the **down arrow** shape, click and drag (right) across to the **Category** field in one movement, to highlight both fields. Release the mouse button to complete this task. The two columns will be highlighted, as illustrated.



Position	Sales Account Manager	Category	Product N
sing Representative	Andrew Cencini	Candy	Chocolate
sing Manager	Anne Hellung-Larsen	Canned Meat	Crab Meat
sing Manager	Anne Hellung-Larsen	Condiments	Cajun Seasor
sing Manager	Anne Hellung-Larsen	Condiments	Mustard
ting Assistant	Anne Hellung-Larsen	Dried Fruit & Nuts	Dried Apples
sing Manager	Anne Hellung-Larsen	Sauces	Hot Pepper S
sing Representative	Anne Hellung-Larsen	Soups	Clam Chowd
sing Manager	Jan Kotas	Dried Fruit & Nuts	Dried Plums
sing Manager	Jan Kotas	Grains	Long Grain Ri
	Jan Kotas	Oil	Olive Oil
	Jan Kotas	Sauces	Tomato Sauc

- Within the **Home** tab, in the **Sort & Filter** group, click on the **Ascending** button.

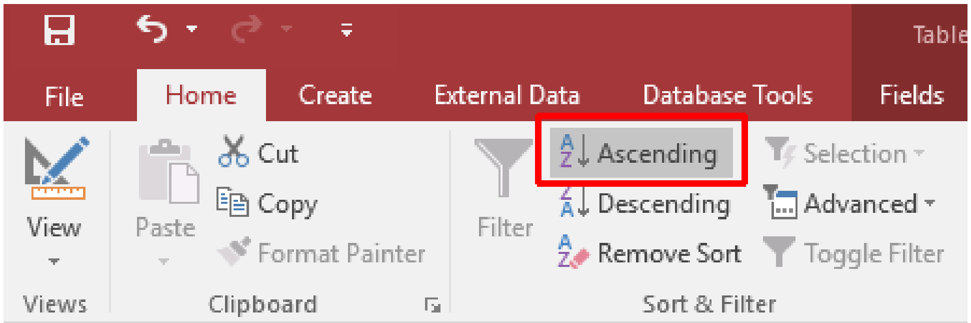
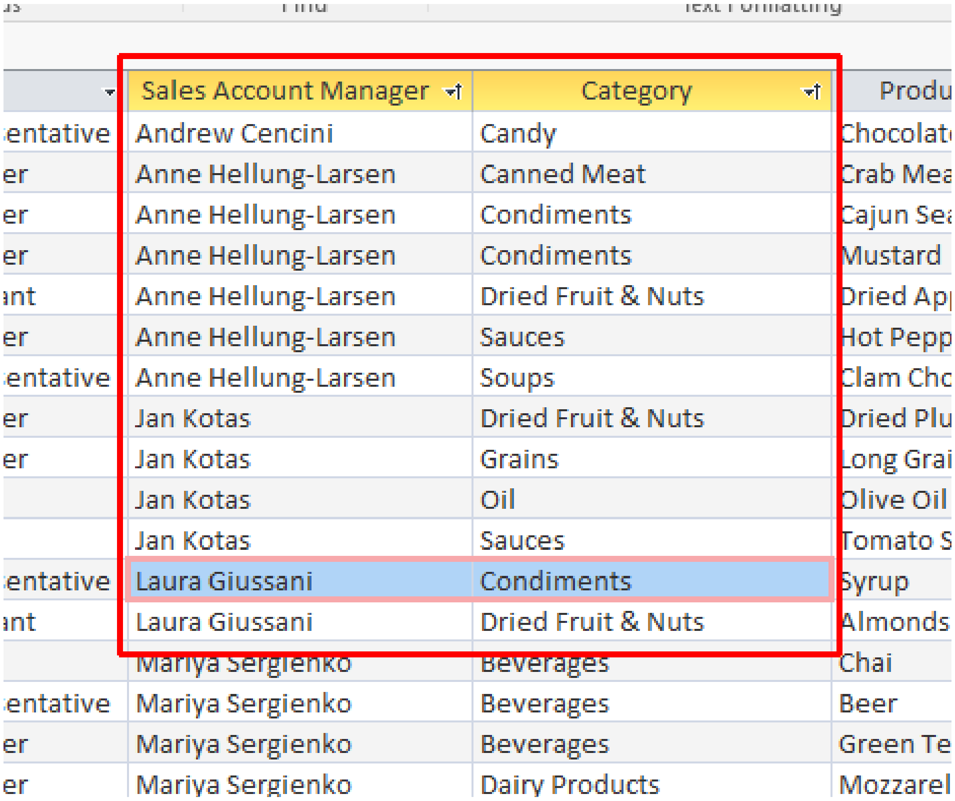


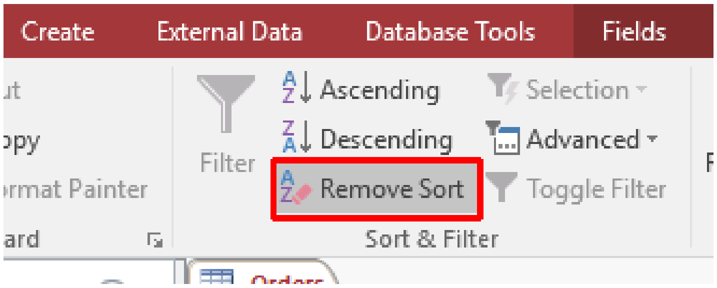
Table
File
Home
Create
External Data
Database Tools
Fields
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter

- Click anywhere in the table to clear the highlighting from the two fields. The fields are sorted in the order you expected.



	Sales Account Manager	Category	Produ
entative	Andrew Cencini	Candy	Chocolat
er	Anne Hellung-Larsen	Canned Meat	Crab Mea
er	Anne Hellung-Larsen	Condiments	Cajun Sea
er	Anne Hellung-Larsen	Condiments	Mustard
nt	Anne Hellung-Larsen	Dried Fruit & Nuts	Dried Ap
er	Anne Hellung-Larsen	Sauces	Hot Pepp
entative	Anne Hellung-Larsen	Soups	Clam Cho
er	Jan Kotas	Dried Fruit & Nuts	Dried Plu
er	Jan Kotas	Grains	Long Grai
	Jan Kotas	Oil	Olive Oil
	Jan Kotas	Sauces	Tomato S
entative	Laura Giussani	Condiments	Syrup
nt	Laura Giussani	Dried Fruit & Nuts	Almonds
	Mariya Sergienko	Beverages	Chai
entative	Mariya Sergienko	Beverages	Beer
er	Mariya Sergienko	Beverages	Green Te
er	Mariya Sergienko	Dairy Products	Mozzarel

- To demonstrate how the position of fields can impact the results of a sort, first remove the sort. To remove a sort, click on the **Remove Sort** button in the **Sort & Filter** group.


Create
External Data
Database Tools
Fields
ıt
ɔpy
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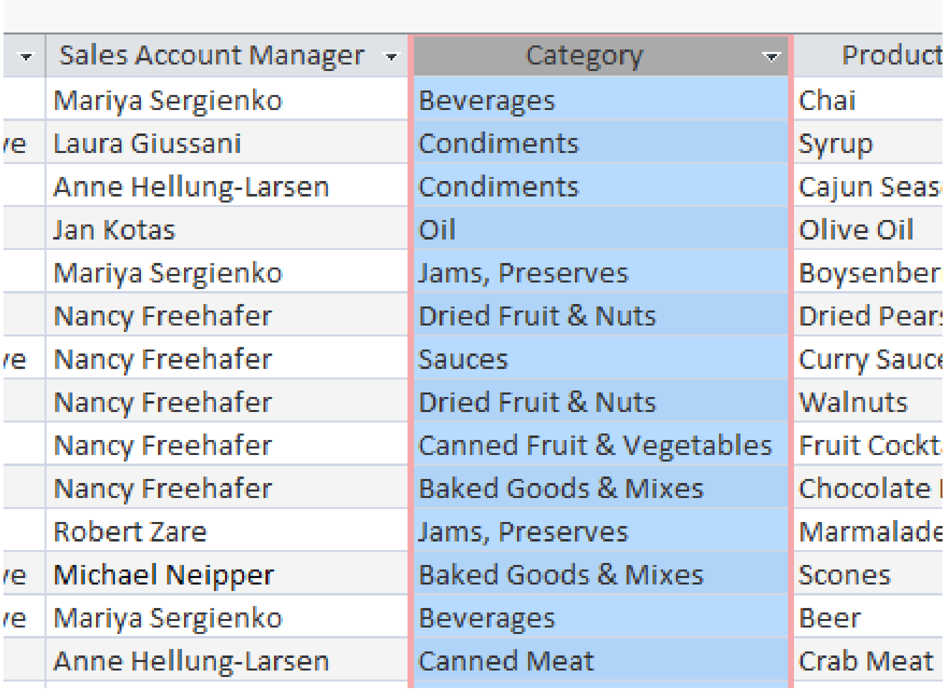
ard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Orders

- Move the pointer to the **Category** field name (at the top of the column) and when the pointer changes to the **down arrow** shape click to highlight the column. Release the mouse button to complete this task.

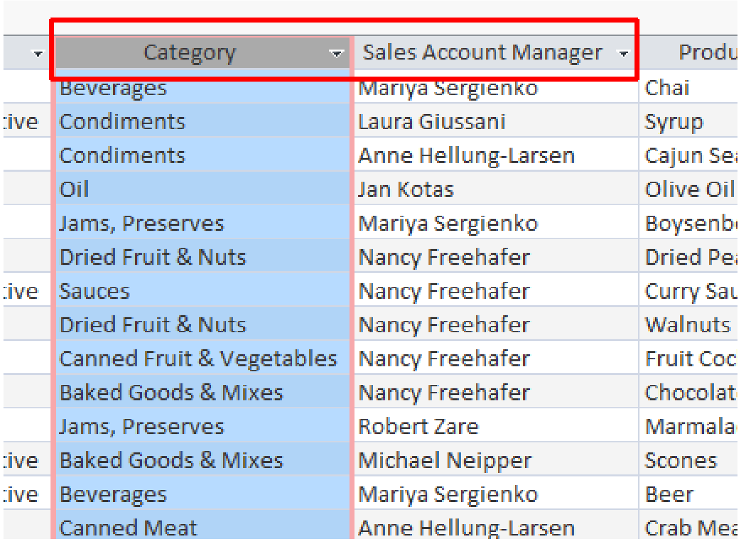


	Sales Account Manager	Category	Product
	Mariya Sergienko	Beverages	Chai
ve	Laura Giussani	Condiments	Syrup
	Anne Hellung-Larsen	Condiments	Cajun Seas
	Jan Kotas	Oil	Olive Oil
	Mariya Sergienko	Jams, Preserves	Boysenber
	Nancy Freehafer	Dried Fruit & Nuts	Dried Pear
ve	Nancy Freehafer	Sauces	Curry Sauc
	Nancy Freehafer	Dried Fruit & Nuts	Walnuts
	Nancy Freehafer	Canned Fruit & Vegetables	Fruit Cockt
	Nancy Freehafer	Baked Goods & Mixes	Chocolate
	Robert Zare	Jams, Preserves	Marmalade
ve	Michael Neipper	Baked Goods & Mixes	Scones
ve	Mariya Sergienko	Beverages	Beer
	Anne Hellung-Larsen	Canned Meat	Crab Meat

- With the **Category** field highlighted, click on the **Category** field name again and drag the field to the left of the **Sales Account Manager** field.

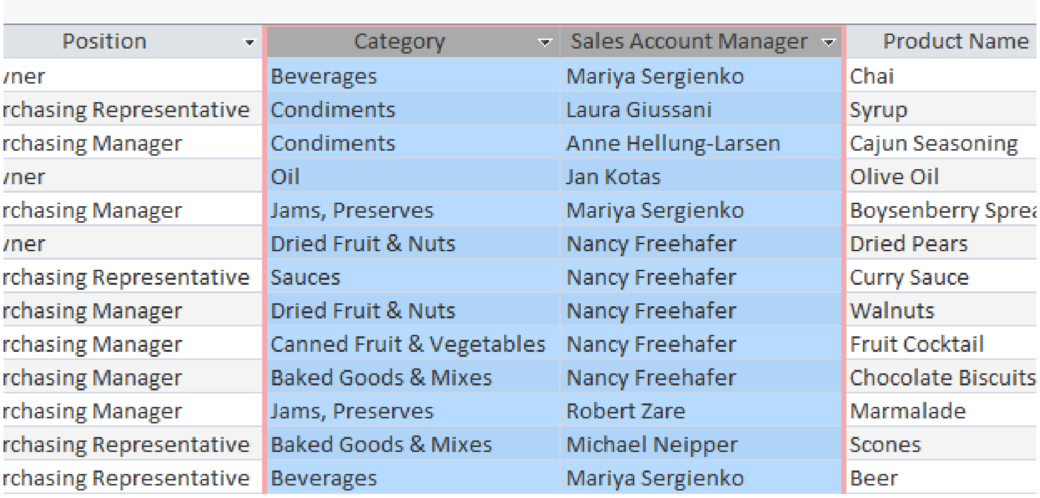
  TIP: Remember the **thick black line** indicates the current position of the field as you drag it across the table.

- When the **Category** field is in position, release the mouse button to complete the move.



	Category	Sales Account Manager	Produ
	Beverages	Mariya Sergienko	Chai
ive	Condiments	Laura Giussani	Syrup
	Condiments	Anne Hellung-Larsen	Cajun Se
	Oil	Jan Kotas	Olive Oil
	Jams, Preserves	Mariya Sergienko	Boysenb
	Dried Fruit & Nuts	Nancy Freehafer	Dried Pe
ive	Sauces	Nancy Freehafer	Curry Sau
	Dried Fruit & Nuts	Nancy Freehafer	Walnuts
	Canned Fruit & Vegetables	Nancy Freehafer	Fruit Coc
	Baked Goods & Mixes	Nancy Freehafer	Chocolat
	Jams, Preserves	Robert Zare	Marmala
ive	Baked Goods & Mixes	Michael Neipper	Scones
ive	Beverages	Mariya Sergienko	Beer
	Canned Meat	Anne Hellung-Larsen	Crab Mea

- Place the pointer over the **Category** field name ***without clicking***. When the pointer changes to the **down arrow** shape click and drag right across to the **Sales Account Manager** field in one movement, to highlight both fields. Release the mouse button to complete this task.



Position	Category	Sales Account Manager	Product Name
ner	Beverages	Mariya Sergienko	Chai
rchasing Representative	Condiments	Laura Giussani	Syrup
rchasing Manager	Condiments	Anne Hellung-Larsen	Cajun Seasoning
ner	Oil	Jan Kotas	Olive Oil
rchasing Manager	Jams, Preserves	Mariya Sergienko	Boysenberry Spre
ner	Dried Fruit & Nuts	Nancy Freehafer	Dried Pears
rchasing Representative	Sauces	Nancy Freehafer	Curry Sauce
rchasing Manager	Dried Fruit & Nuts	Nancy Freehafer	Walnuts
rchasing Manager	Canned Fruit & Vegetables	Nancy Freehafer	Fruit Cocktail
rchasing Manager	Baked Goods & Mixes	Nancy Freehafer	Chocolate Biscuits
rchasing Manager	Jams, Preserves	Robert Zare	Marmalade
rchasing Representative	Baked Goods & Mixes	Michael Neipper	Scones
rchasing Representative	Beverages	Mariya Sergienko	Beer

- In the **Sort & Filter** group click on the **Ascending** button.

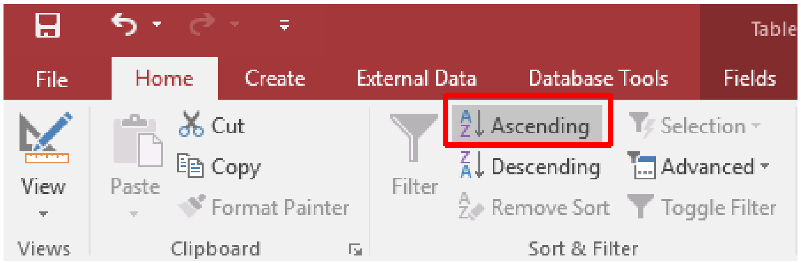
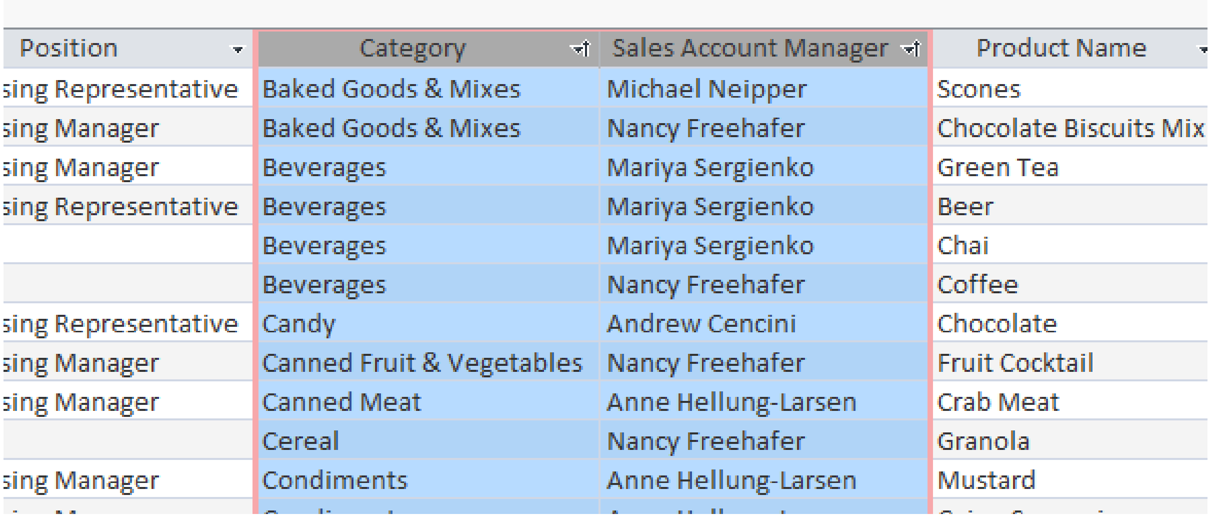


Table
File
Home
Create
External Data
Database Tools
Fields
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Views
Clipboard
Sort & Filter

- Click anywhere in the table to clear the highlight from the two fields.



Position	Category	Sales Account Manager	Product Name
sing Representative	Baked Goods & Mixes	Michael Neipper	Scones
sing Manager	Baked Goods & Mixes	Nancy Freehafer	Chocolate Biscuits Mix
sing Manager	Beverages	Mariya Sergienko	Green Tea
sing Representative	Beverages	Mariya Sergienko	Beer
	Beverages	Mariya Sergienko	Chai
	Beverages	Nancy Freehafer	Coffee
sing Representative	Candy	Andrew Cencini	Chocolate
sing Manager	Canned Fruit & Vegetables	Nancy Freehafer	Fruit Cocktail
sing Manager	Canned Meat	Anne Hellung-Larsen	Crab Meat
	Cereal	Nancy Freehafer	Granola
sing Manager	Condiments	Anne Hellung-Larsen	Mustard

- This time the **Category** field is sorted alphabetically first and the **Sales Account Managers** second.

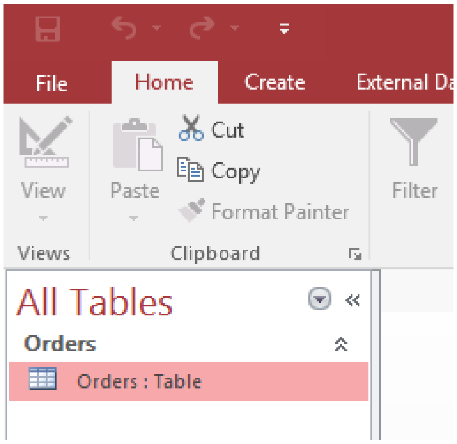
  NOTE: When sorting text fields that contain null or zero-length strings, the null values are listed first (ascending order A-Z) and last (descending order Z-A).

- Save your changes and close the Access program.

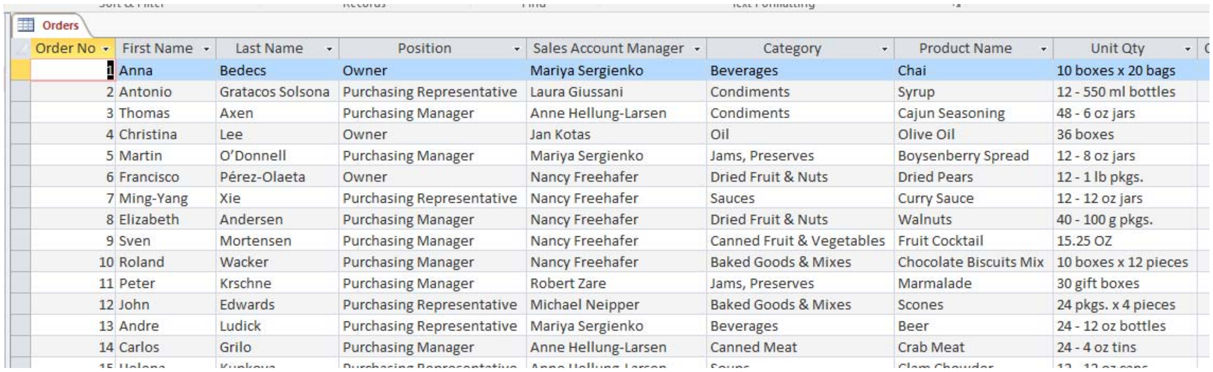
Searching within Access 2016

Searching through records

- Start the Access program.
- Open a database called **Searching Records**.

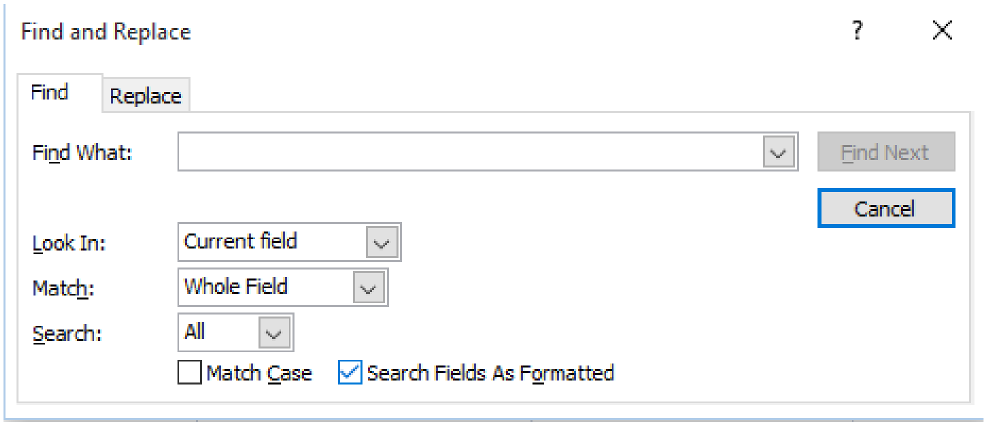


- Open the **Orders** table, so that your data looks like this.



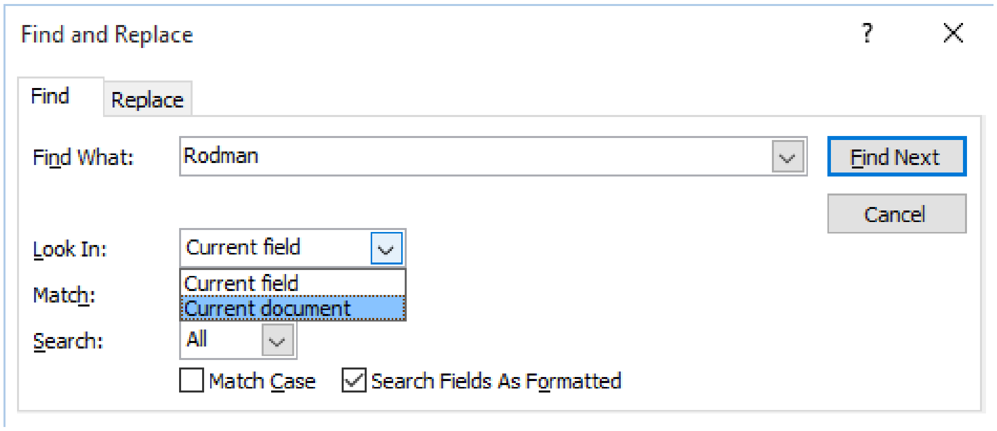
Order No	First Name	Last Name	Position	Sales Account Manager	Category	Product Name	Unit Qty
1	Anna	Bedecs	Owner	Mariya Sergienko	Beverages	Chai	10 boxes x 20 bags
2	Antonio	Gratacos Solsona	Purchasing Representative	Laura Giussani	Condiments	Syrup	12 - 550 ml bottles
3	Thomas	Axen	Purchasing Manager	Anne Hellung-Larsen	Condiments	Cajun Seasoning	48 - 6 oz jars
4	Christina	Lee	Owner	Jan Kotas	Oil	Olive Oil	36 boxes
5	Martin	O'Donnell	Purchasing Manager	Mariya Sergienko	Jams, Preserves	Boysenberry Spread	12 - 8 oz jars
6	Francisco	Pérez-Olaeta	Owner	Nancy Freehafer	Dried Fruit & Nuts	Dried Pears	12 - 1 lb pkgs.
7	Ming-Yang	Xie	Purchasing Representative	Nancy Freehafer	Sauces	Curry Sauce	12 - 12 oz jars
8	Elizabeth	Andersen	Purchasing Manager	Nancy Freehafer	Dried Fruit & Nuts	Walnuts	40 - 100 g pkgs.
9	Sven	Mortensen	Purchasing Manager	Nancy Freehafer	Canned Fruit & Vegetables	Fruit Cocktail	15.25 OZ
10	Roland	Wacker	Purchasing Manager	Nancy Freehafer	Baked Goods & Mixes	Chocolate Biscuits Mix	10 boxes x 12 pieces
11	Peter	Krschne	Purchasing Manager	Robert Zare	Jams, Preserves	Marmalade	30 gift boxes
12	John	Edwards	Purchasing Representative	Michael Neipper	Baked Goods & Mixes	Scones	24 pkgs. x 4 pieces
13	Andre	Ludick	Purchasing Representative	Mariya Sergienko	Beverages	Beer	24 - 12 oz bottles
14	Carlos	Grilo	Purchasing Manager	Anne Hellung-Larsen	Canned Meat	Crab Meat	24 - 4 oz tins

- Press **Ctrl+F** to display the **Find and Replace** dialog box.


Find and Replace
?
Find
Replace
Find Next
Cancel

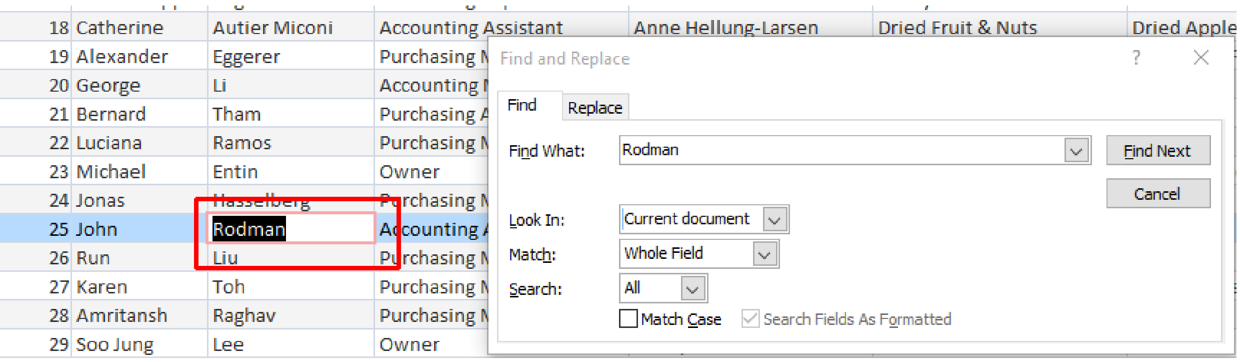
Find What:
Look In: Current field
Match: Whole Field
Search: All
☐ Match Case ☑ Search Fields As Formatted

- You can use this dialog box to find a specific word. To do this, enter a word into the **Find What** section of the dialog box. In this example, enter **Rodman**
- You can also set where you wish to search. Click on the **down arrow** next to the **Look In** section of the dialog box, and from the drop down list displayed, select **Current Document**.


Find and Replace
?
Find
Replace
Find Next
Cancel
Current field
Current document

Find What: Rodman
Look In: Current field
Match:
Search: All
☐ Match Case ☑ Search Fields As Formatted

- Click on the **Find Next** button. You will see the first instance of the word highlighted, as illustrated below.



18	Catherine	Autier Miconi	Accounting Assistant	Anne Hellung-Larsen	Dried Fruit & Nuts	Dried Apple
19	Alexander	Eggerer	Purchasing			
20	George	Li	Accounting			
21	Bernard	Tham	Purchasing			
22	Luciana	Ramos	Purchasing			
23	Michael	Entin	Owner			
24	Jonas	Hasselberg	Purchasing			
25	John	Rodman	Accounting			
26	Run	Liu	Purchasing			
27	Karen	Toh	Purchasing			
28	Amritansh	Raghav	Purchasing			
29	Soo Jung	Lee	Owner			

Find and Replace
?
Find
Replace
Find Next
Cancel

Find What: Rodman
Look In: Current document
Match: Whole Field
Search: All
☐ Match Case ☑ Search Fields As Formatted

NOTE: Re-clicking on the **Find Next** button will find more instances of the word within the table. In this case the word only occurs once.

- You can also search for a number. Try searching the number **40**. You should find multiple instances of this number within the table. Make sure that the **Look In** section of the dialog box is set to look at the **Current Document** (i.e. **Orders**), not just the active column.

- You can also search for a phrase rather than a single word. Try searching for **Autier Miconi**. Make sure that the **Look In** section of the dialog box is set to look at the **Current Document** (i.e. **Orders**), not just the active column.

- You can also search for a date within a table. Try searching for one of the **Order Dates** contained within your table.
- Save your changes and close the Access program.

Access 2016 Relationships

Table relationships

- Good database design suggests data is organized across multiple tables, as to store data in one single table would;

  1) Result in vast amounts of duplicated data and
  2) Quickly become unmanageable.

- Relationships are used to create a link between two or more tables within a database. When a link is established and with the use of other objects within the database, data can be entered into or viewed from one or more tables at the same time, without the need to close one table and open another.

- The most common relationships between tables are:

  One-Many
  Many-Many
  One-One

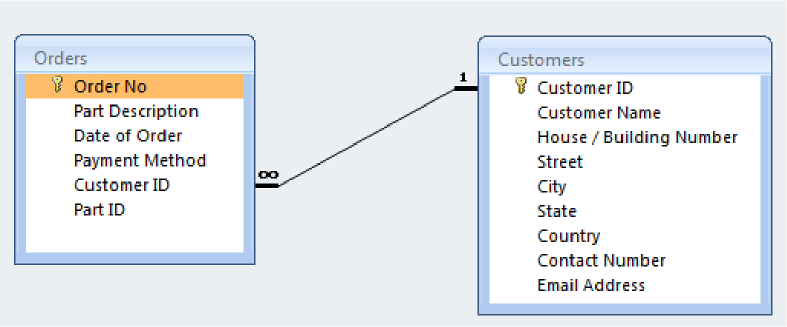
- A relationship is built by matching a unique field within one table with a field within another table.

One-to-many relationship

- Consider a **Parts** sales database that includes a **Customers** table and an **Orders** table. A customer can place any number of orders. It follows that for any customer represented in the **Customers** table, there can be many orders represented in **the Orders** table. The relationship between the **Customers** table and the **Orders** table is therefore a one-to-many relationship.

- To establish a one-to-many relationship between tables, it is necessary to take the Primary Key (normally the **ID** field) of the 'one' side of the relationship, (in this case the **Customer** table) and add it as an additional field within the 'many' side (**Orders**) table.

  TIP: This requires you to add a new (**Customers ID**) field to the **Orders** table and set the data type. As the **AutoNumber** field can only be used once in a table, the **Number** data type is used. Notice the **Customer ID** field is included in the **Orders** table, shown in the following image.



NOTE: When using the name of a primary key field to create a field in another table and thereby a link, the new field is often referred to as a **Foreign** key.

Many-to-many relationship

- Consider the relationship between a **Parts** (**Product**) table and an **Orders** table. A single order might include more than one product. On the other hand, a single product can appear on many orders. For each record in the **Orders** table therefore, there can be many records in the **Products** table.

- In addition, for each record in the **Parts** table, there can be many records in the **Orders** table. This type of relationship is called a many-to-many relationship because, for any product, there can be many orders and, for any order, there can be many products.

- A many-to-many relationship, is actually achieved by creating two one-to-many relationships, using a third table, often referred to as a Junction. The Primary key from both the **Parts** and **Orders** tables are added to the third table (junction) thereby effectively creating two one-to-many relationships.

  NOTE: In many circles, a many-to-many relationship between your tables is not considered ideal and consideration should be given to the design, possibly breaking data across additional tables to avoid the necessity for many-to-many relationships.

One-to-one relationships

- In a one-to-one relationship, each record in the first table can have only one matching record in the second table, and each record in the second table can have only one matching record in the first table. This type of relationship is not common because, most often, the information related in this way is stored in the same table.

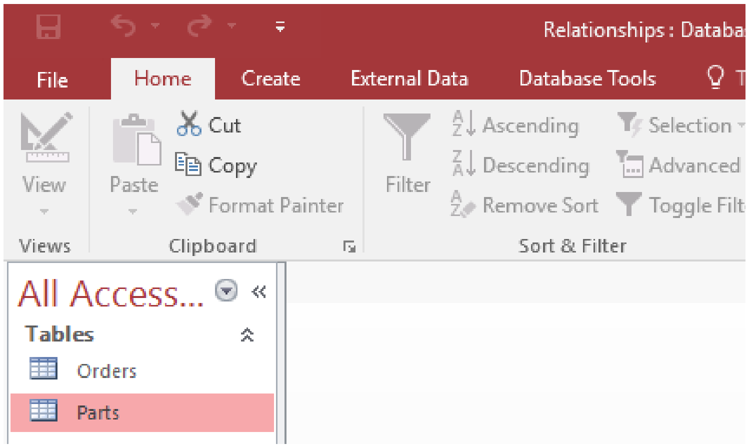
- One example of a one-to-one relationship might be to transfer sensitive data to another table and isolate it for security reasons.

  NOTE: Both tables must share a common field but not necessarily a Primary key field.

Creating relationships between tables

- Before a relationship can be created, a database must contain two or more tables upon which a relationship can be formed.

- Start Access and open a database called **Relationships** from your **Access 2016 Foundation** folder. You will notice the **Orders** and **Parts** tables in the navigation pane.


Relationships : Databa
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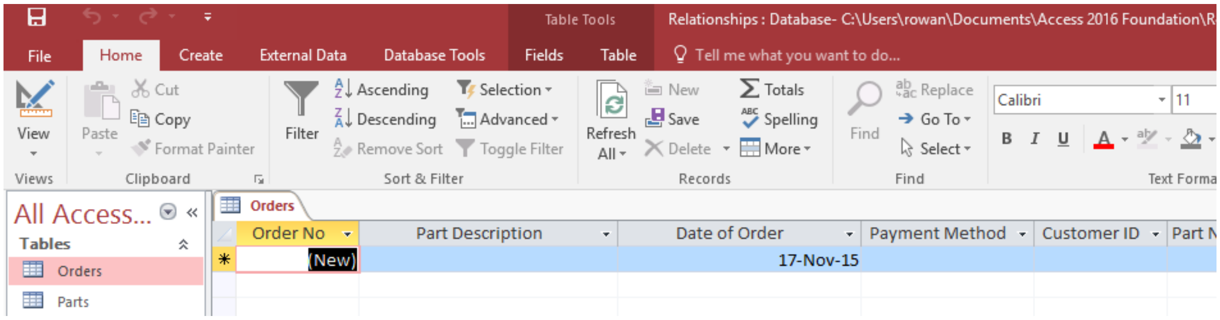
Sort & Filter
All Access...
Tables
Orders
Parts

- Double click on the **Orders** table to open it. Take a moment to look at the fields in the table. As you might expect, you will find the **Orders No** field (primary key) and several others, including a **Part Number** field from the **Parts** table (foreign primary key).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Select
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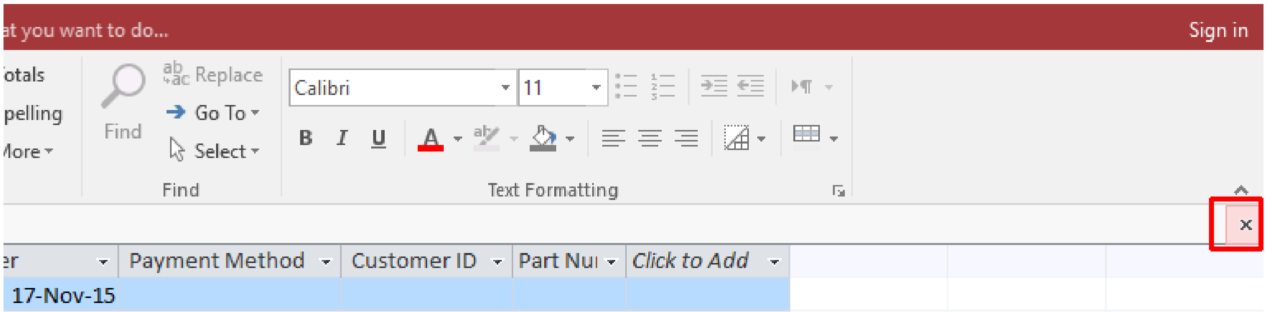
All Access...
Tables
Orders
Parts
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part N
(New)
17-Nov-15

- To create a relationship between tables, the tables must be closed. Click on the **Close** button to close the **Orders** table (and if open, the **Parts** table too).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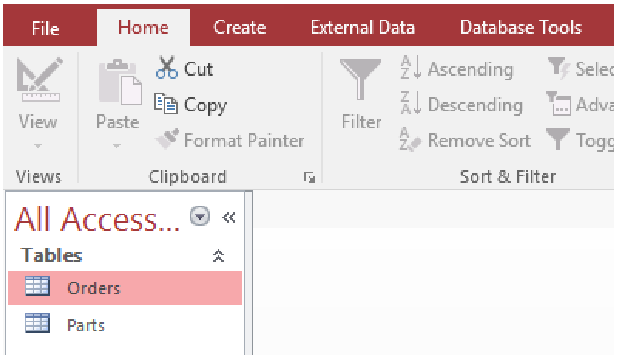
er
Payment Method
Customer ID
Part Nu
Click to Add
17-Nov-15

- You should now see this.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Ascending
Descending
Remove Sort
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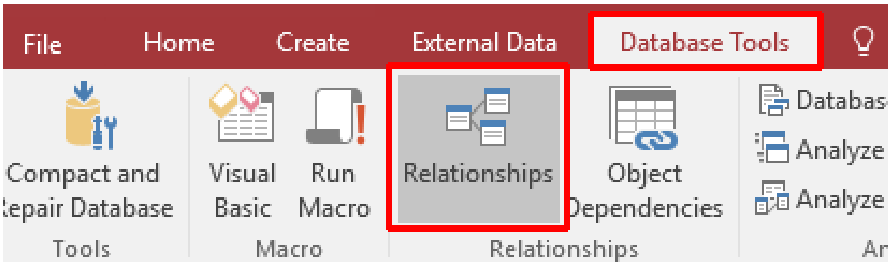
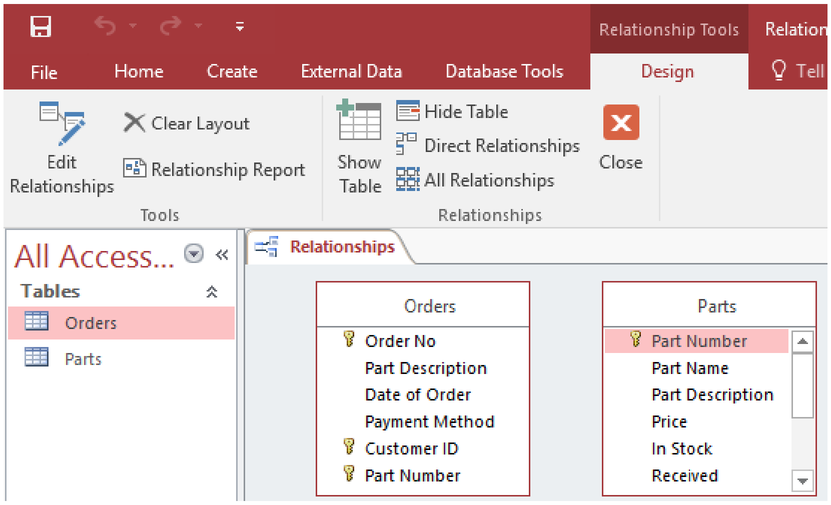
Views
Clipboard
Sort & Filter
All Access...
Tables
Orders
Parts

- Click on the **Database Tools** tab and from within the **Relationships** group, click on the **Relationships** button.


File
Home
Create
External Data
Database Tools
Compact and Repair Database
Visual Basic
Run Macro
Relationships
Object Dependencies
Databas
Analyze
Analyze
Tools
Macro
Relationships
Ar

- You will see the following displayed on your screen.


Relationship Tools
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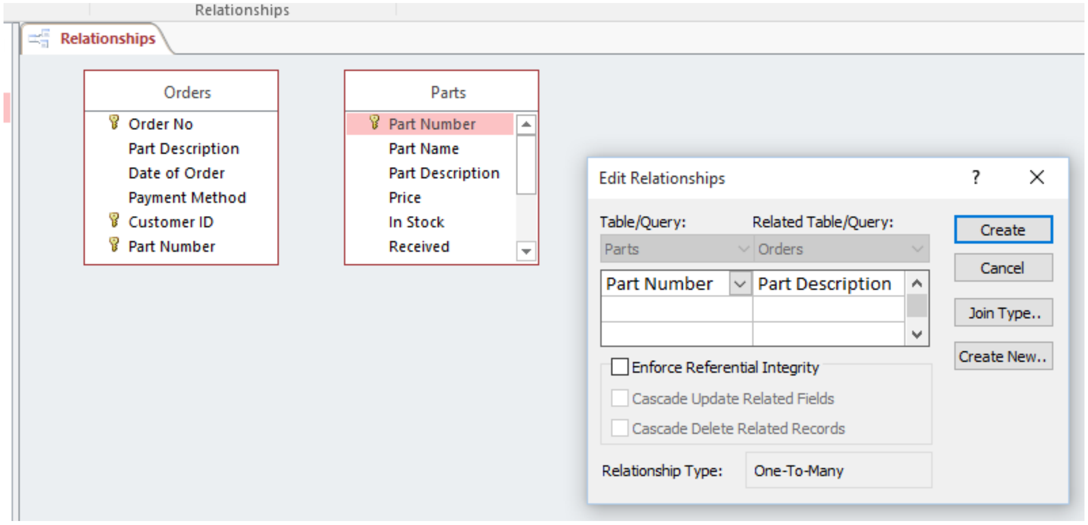
Clear Layout
Relationship Report
Tools
Show Table
Hide Table
Direct Relationships
All Relationships
Relationships
Close
All Access...
Tables
Orders
Parts
Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received

- Using the mouse pointer, select the **Part Number** field from the **Parts** table.
- Drag across to the corresponding **Part Number** field in the **Orders** table. The **Edit Relationships** options box is displayed.


Relationships
Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received
Edit Relationships
?
Create
Cancel
Join Type..
Create New..

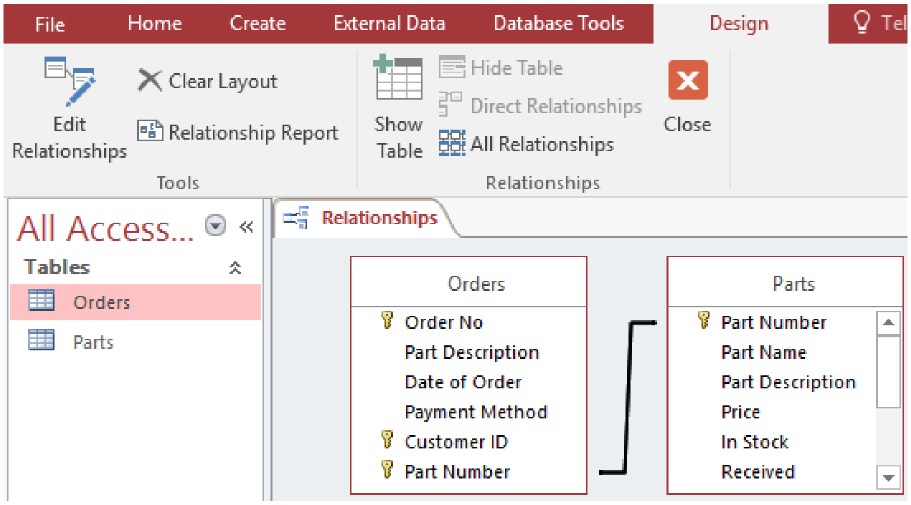
Table/Query: Parts
Related Table/Query: Orders

Part Number	Part Description

☐ Enforce Referential Integrity
☐ Cascade Update Related Fields
☐ Cascade Delete Related Records

Relationship Type: One-To-Many

- Click on the **Create** button to establish the relationship and close the **Edit Relationships** options box. There is now a link shown graphically as a line between the two tables.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Tables
Orders
Parts
Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received

About Referential integrity

- Good database design suggests dividing information into many subject-based tables to minimize data redundancy. Relationships are then used to bring the data back together by placing common fields into related tables.

- To bring data back together, Access uses the value in the "many" table to look up the corresponding value in the "one" table.

- Suppose you have a one-to-many relationship between **Parts** and **Orders** and you want to delete a Part (Item). If the Part you want to delete has orders in the **Orders** table, those orders will become "orphans" when you delete the **Parts** record.

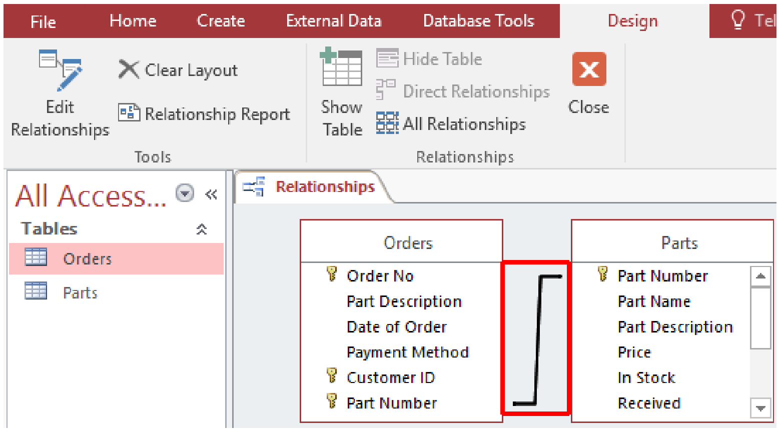
- The orders will still contain a **Part ID**, but the record (Parent) that it references no longer exists. Referential integrity is designed to prevent this situation occurring and keep references in sync so that this kind of situation never occurs.

- Referential integrity by default is not enabled and therefore has to be enabled either during the creation of relationships or when editing relationships. When enabled, Access will reject any operation that violates referential integrity for that particular relationship.

- Access rejects updates that change the target of a reference or deletions that remove the target of a reference. In other words, if you attempt to delete an individual part from the **Parts** table that has been referenced in the Orders table (included in an order), Access will prevent this from happening.

Enabling Referential Integrity

- Double click on the line between the two tables to open the **Edit Relationships** options box again.


File
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Create
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Edit Relationships
Clear Layout
Relationship Report
Tools
Show Table
Hide Table
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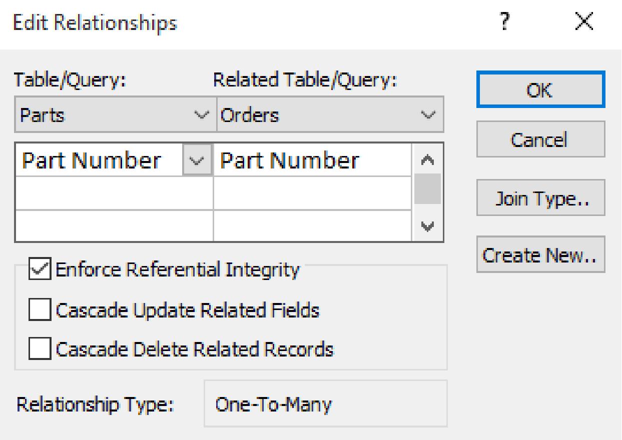
All Relationships
Relationships
Close
All Access...
Tables
Orders
Parts
Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received

NOTE: If you miss the line when clicking, you will open a ***blank*** **Edit Relationships** options box. Close the box and try again.

- Click and check the **Enforce Referential Integrity** check box. Also notice how the cascade options are now available for selection.


Edit Relationships
?
OK
Cancel
Join Type..
Create New..

Table/Query: Parts
Related Table/Query: Orders

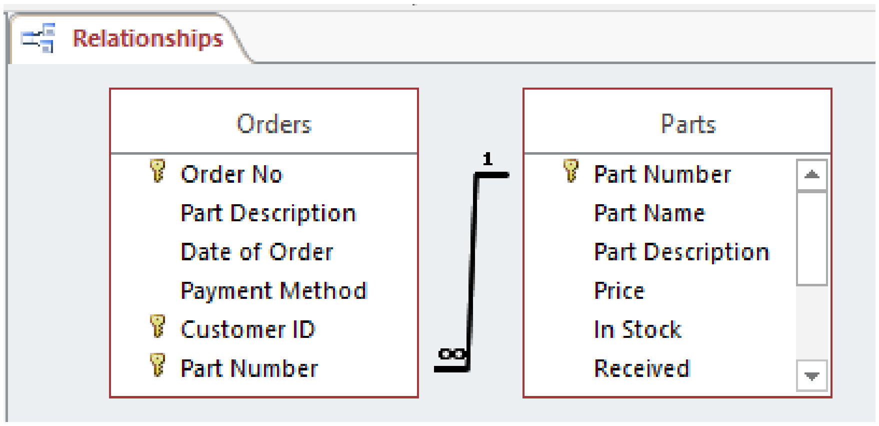
Parts	Orders
Part Number	Part Number

☑ Enforce Referential Integrity
☐ Cascade Update Related Fields
☐ Cascade Delete Related Records

Relationship Type: One-To-Many

Warning: The appropriate cascade option should **only** be checked during maintenance periods when legitimate changes need to be made to the database.

- The **Relationship Type:** section shows this will be a **One-To-Many** relationship.
- Click on the **OK** button to establish the relationship.


Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
1
∞
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received

- In a One-To-Many relationship, with **Enforce Referential Integrity** enabled, the line changes to display the digit **1** at one end and the infinite symbol at the other.

  ∞

  This graphically displays which table is the **One** and which is the **Many** in a One-To-Many relationship.

Cascade options

- There may be occasions when legitimate changes are necessary and for that reason, there are two options available in Access which when enabled, allow updates to fields and deletion of records (row) whilst maintaining data integrity.

Cascade update related fields

- When updating fields in related tables, with this option enabled, Access automatically updates all affected records as part of a single operation and ensures that the updates are completed, without inconsistencies.

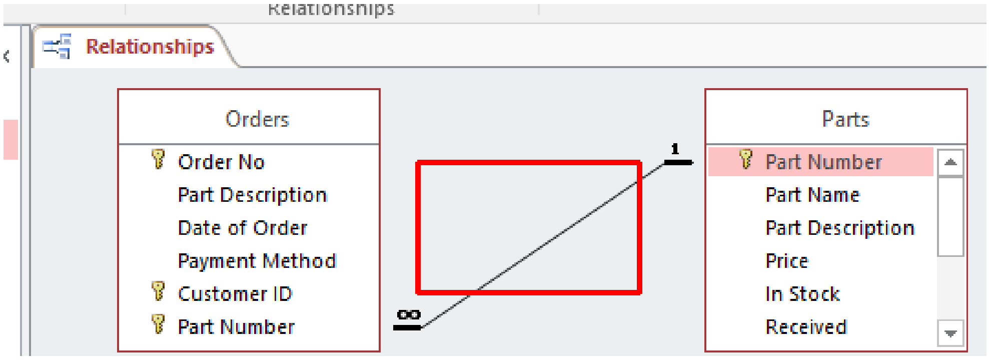
Cascade delete related records

- Equally, you may also have a valid reason for deleting a record in one table and related records in the related table, for example, a record from the **Parts** table and all related orders for that **Part** in the **Orders** table. Again, when enabled, Access will automatically delete all related references, maintaining data integrity.

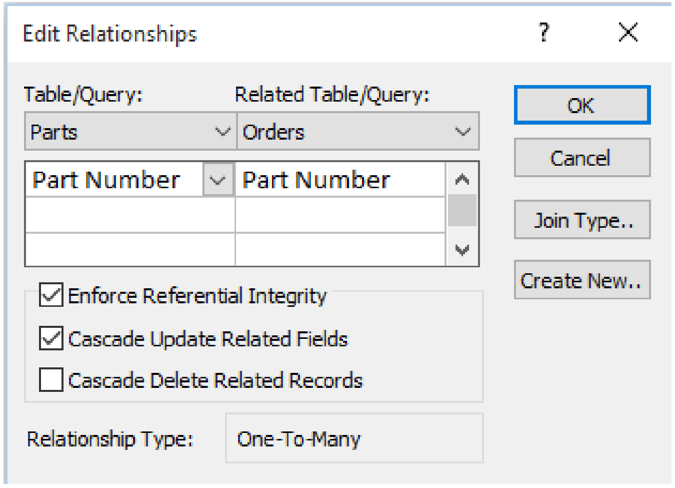
  NOTE: Both cascade options are designed for maintenance purposes and should therefore only be enabled during system maintenance.

Enabling cascade options

- To enable Referential Integrity, double click on the line between the two tables to open the **Edit Relationships** options box again.


Relationships
Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received
1
∞

- Click and check the required **Cascade** option tick box.


Edit Relationships
?
OK
Cancel
Join Type..
Create New..

Table/Query: Parts
Related Table/Query: Orders
Part Number | Part Number
☑ Enforce Referential Integrity
☑ Cascade Update Related Fields
☐ Cascade Delete Related Records
Relationship Type: One-To-Many

- Click on the **OK** button to update the changes.

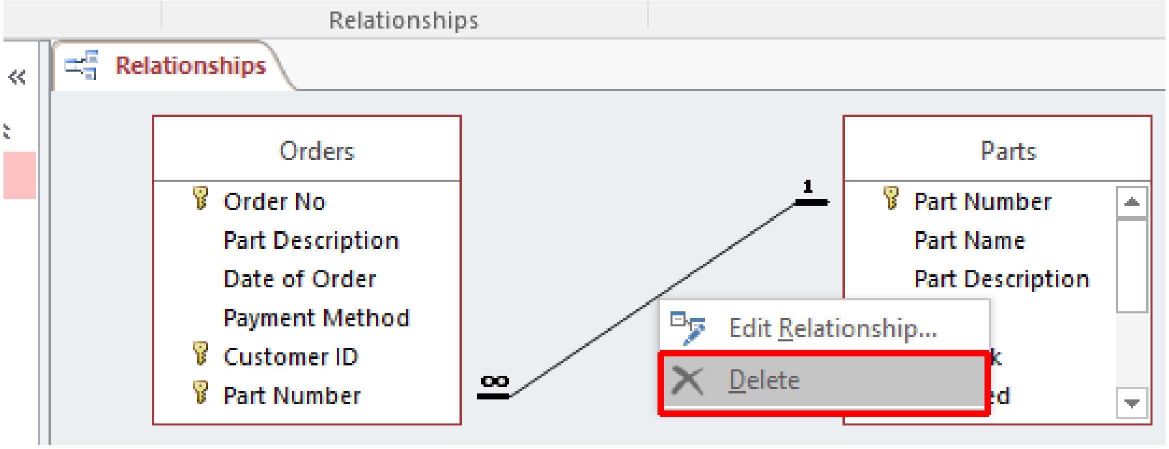
Deleting relationships

- Once relationships have been established, Access behaves very differently and you may find yourself unable to edit tables as you have done in the past, even when referential integrity is disabled. This is because having established a relationship, attempting to delete fields in a related table or editing / changing certain field properties, etc., can have a knock on effect to other related tables, therefore Access prevents the action.

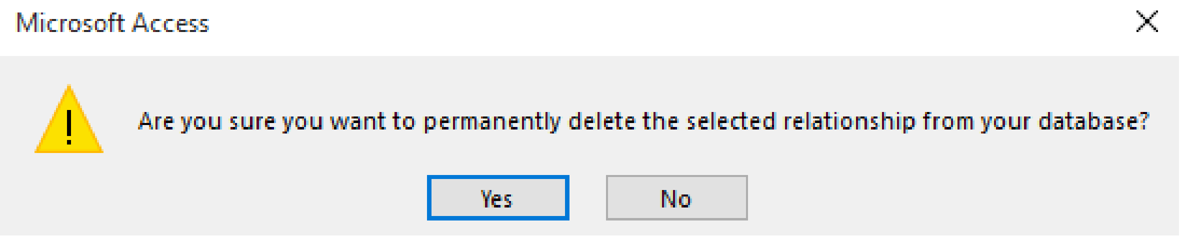
  NOTE: It is advisable to design your database well. Make sure your table design and layout works, create and test your tables before you consider establishing relationships.

- Changes to the design, improvements and modification over time may also require removal or changes to relationships between tables.

- To delete a relationship, first click once on the line between the two tables. The line appears thicker. Right click to activate the shortcut menu and select **Delete**.

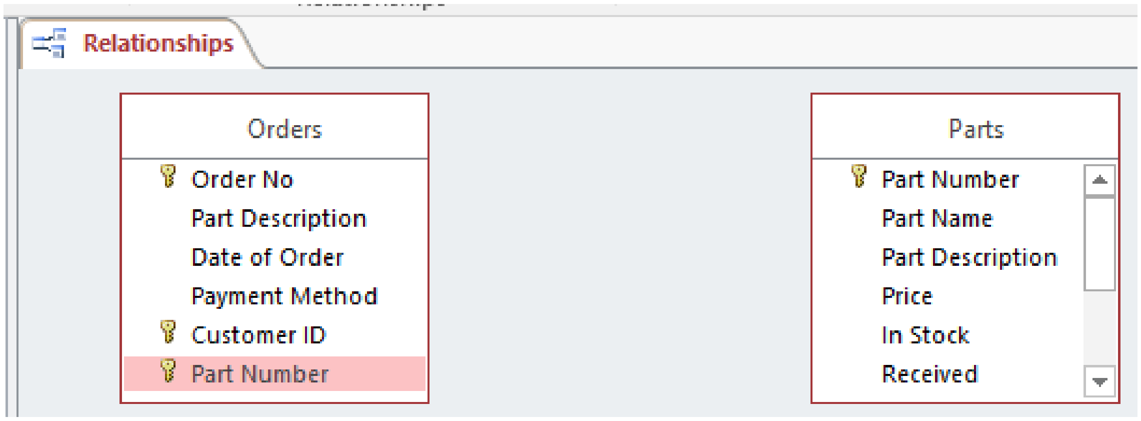

Relationships
Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
1
∞
Edit Relationship...
Delete

- You will be prompted to confirm the deletion.


Microsoft Access
Yes
No

Are you sure you want to permanently delete the selected relationship from your database?

- Click on the **Yes** button to confirm. The relationship line between the two tables is removed and the tables are no longer related.


Relationships
Orders
Order No
Part Description
Date of Order
Payment Method
Customer ID
Part Number
Parts
Part Number
Part Name
Part Description
Price
In Stock
Received

- Close Access and save any changes that you have made.

Access 2016 Forms

Forms overview

- Up to this point, you have entered data directly into a table. Rather than having information overload from viewing a screen full of records in a table, forms provide an aesthetically pleasing window to enter and display record information.

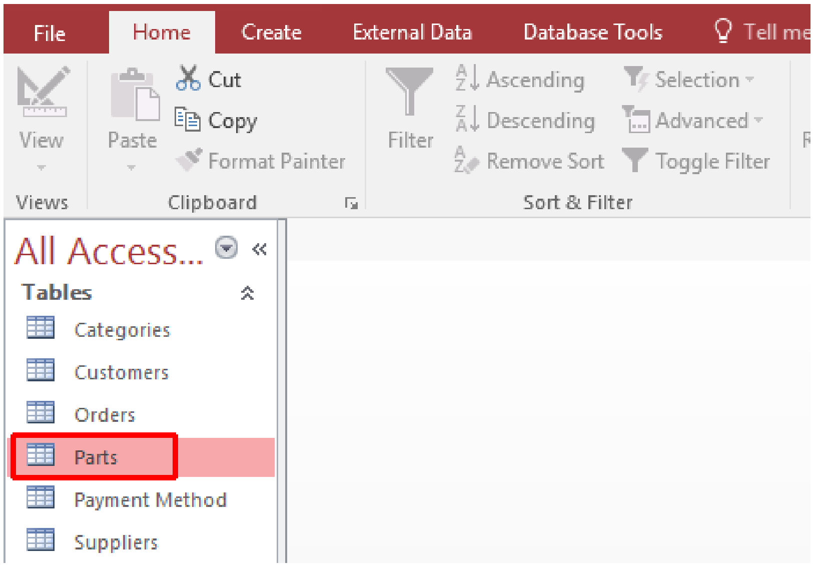
- Forms can be used to display and maintain records within your database.

- Forms can be designed to display fields from multiple tables and can also be used to restrict what information users have access to. In addition, buttons can also be added to provide automated functionality.

- Microsoft Access 2016 gives you tools to help you create forms quickly, and provides new form types and features that improve the usability of your database.

Creating forms

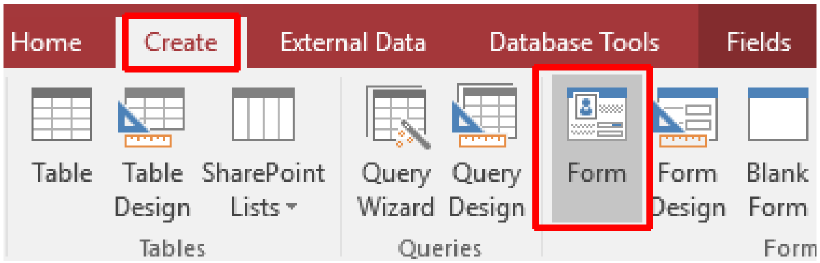
- Start the Access program.
- Open a database called **Forms**.
- In the **Navigation Pane**, click to select the **Parts** table.


File
Home
Create
External Data
Database Tools
Tell me
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Views
Clipboard
Sort & Filter
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers

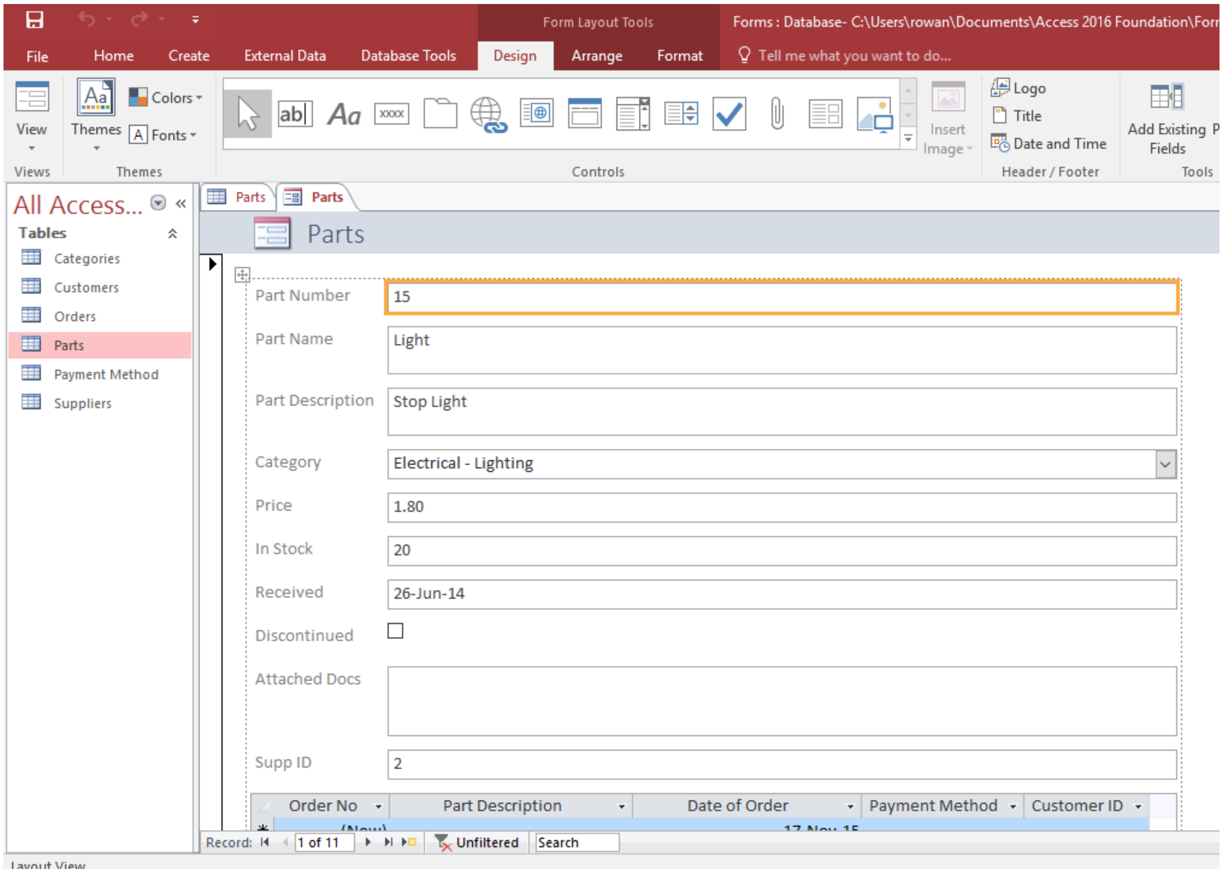
NOTE: It is **VERY** important that you have selected the **Parts** table, **NOT** one of the other tables, as we are going to produce a form based on the **Parts** table.

NOTE: There is no need to open a table or query, however if it is open, make certain it is the active object in the object window, otherwise Access may base the form on another open object.

- Click on the **Create** tab and from within the **Forms** group, click on the **Form** button.


Home
Create
External Data
Database Tools
Fields
Table
Table Design
SharePoint Lists
Query Wizard
Query Design
Form
Form Design
Blank Form
Tables
Queries
Form

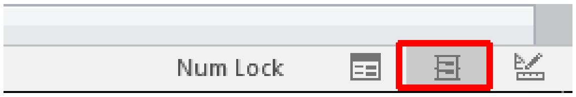
- You will see the following, which displays all the fields within the **Parts** table.


Form Layout Tools
Forms : Database- C:\Users\rowan\Documents\Access 2016 Foundation\For
File
Home
Create
External Data
Database Tools
Design
Arrange
Format
Tell me what you want to do...
View
Themes
Colors
Fonts
Views
Themes
Controls
Insert Image
Logo
Title
Date and Time
Header / Footer
Add Existing Fields
Tools
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Parts
Parts
Parts
Order No
Part Description
Date of Order
Payment Method
Customer ID
Record: 1 of 11
Unfiltered
Search
Layout View

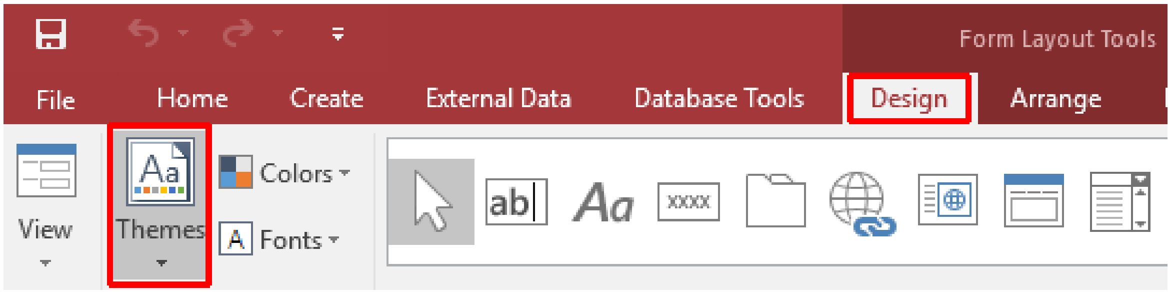
Part Number	15
Part Name	Light
Part Description	Stop Light
Category	Electrical - Lighting
Price	1.80
In Stock	20
Received	26-Jun-14
Discontinued	☐
Attached Docs	
Supp ID	2

Modifying forms

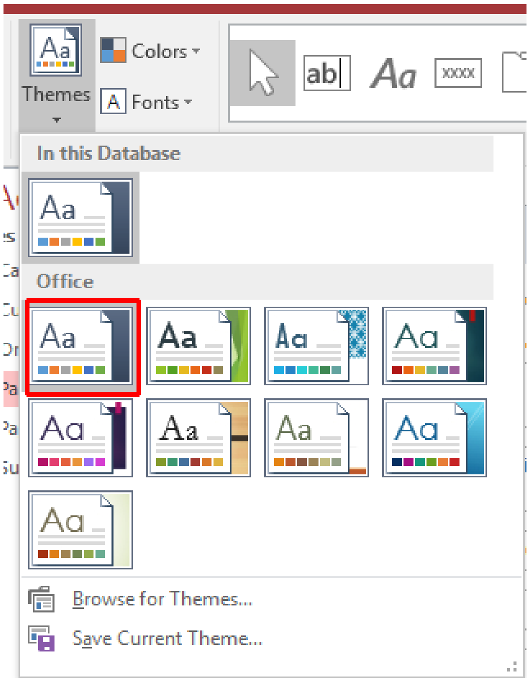
- Make sure the newly created form is still in **Layout** View. If necessary, click on the **Layout View** button at the bottom-right of the screen.



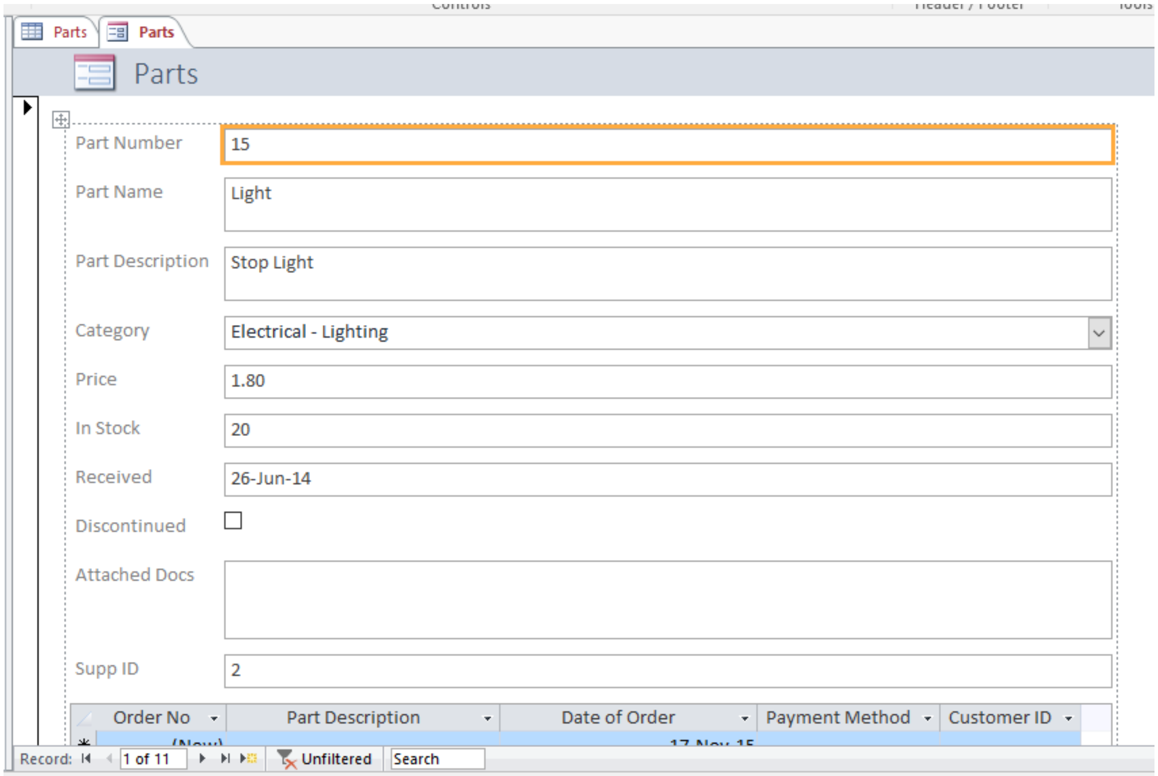
- Click on the **Design** tab and within the **Themes** group, click on the **Themes** button.


Form Layout Tools
File
Home
Create
External Data
Database Tools
Design
Arrange
View
Themes
Colors
Fonts
ab|
Aa
xxxx

- You will see a drop down list of available styles. Select the **Office** theme.


Themes
Colors
Fonts
In this Database
Office
Browse for Themes...
Save Current Theme...

- The form changes to match the setting of the theme chosen.

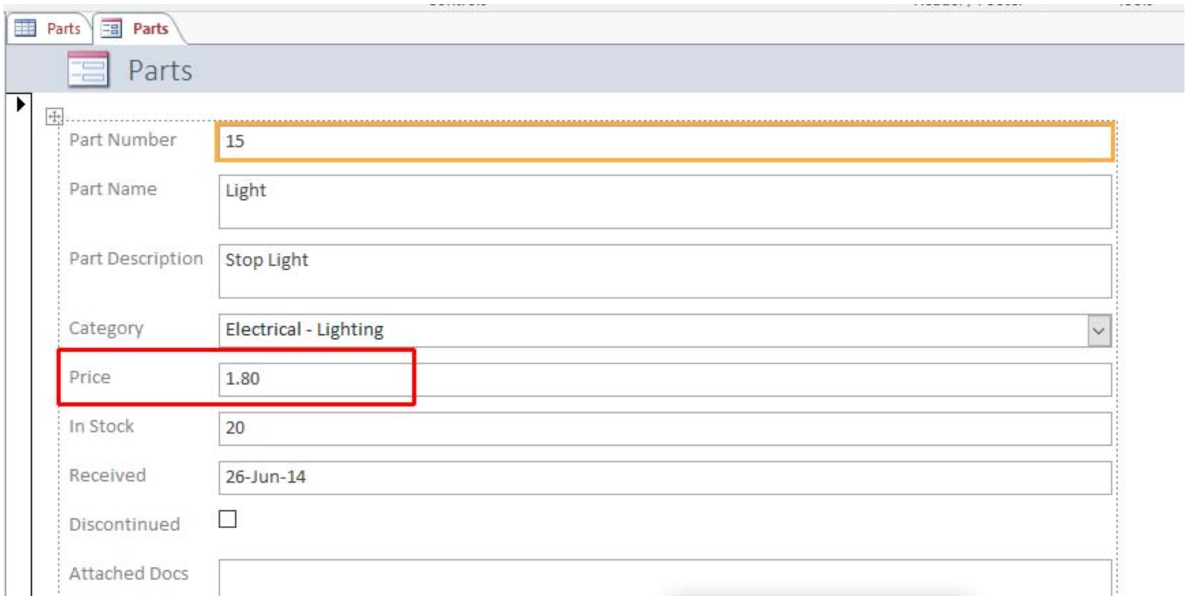


Part Number	15
Part Name	Light
Part Description	Stop Light
Category	Electrical - Lighting
Price	1.80
In Stock	20
Received	26-Jun-14
Discontinued	☐
Attached Docs	
Supp ID	2

Order No	Part Description	Date of Order	Payment Method	Customer ID

NOTE: You can select different styles until you find one suitable. The final color is not set until the form is saved and can be modified again at a later time.

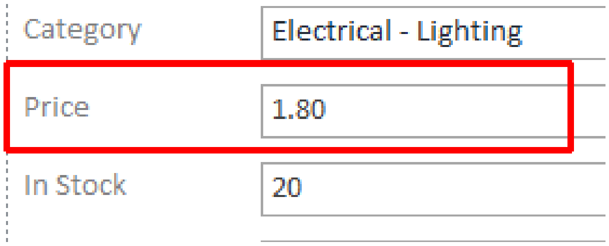
- Click on the **Price** field, i.e. select the number **1.80**, ***not*** the text label. Your screen will look like this.



Part Number	15
Part Name	Light
Part Description	Stop Light
Category	Electrical - Lighting
Price	1.80
In Stock	20
Received	26-Jun-14
Discontinued	☐
Attached Docs	

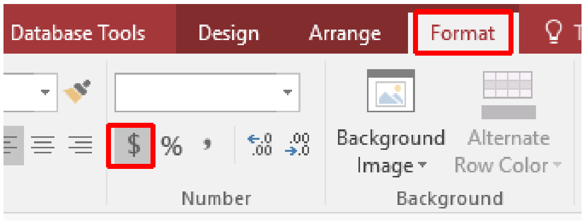
NOTE: Text labels (such as the word **Price**) are used to indicate the purpose of the data fields in a Form. Labels are simply text in text boxes and can be modified, for example the **Attached Docs** label could be edited to show **Attachments** instead.

- The **Price** field in the **Parts** table is formatted as **Fixed**, not **Number** and therefore there is no currency symbol.



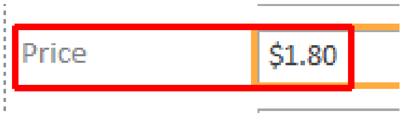
Category	Electrical - Lighting
Price	1.80
In Stock	20

- Click on the **Format** tab, and within the **Number** group, click on the **Apply Currency Format** button.


Database Tools
Design
Arrange
Format
$
%
Background Image
Alternate Row Color
Number
Background

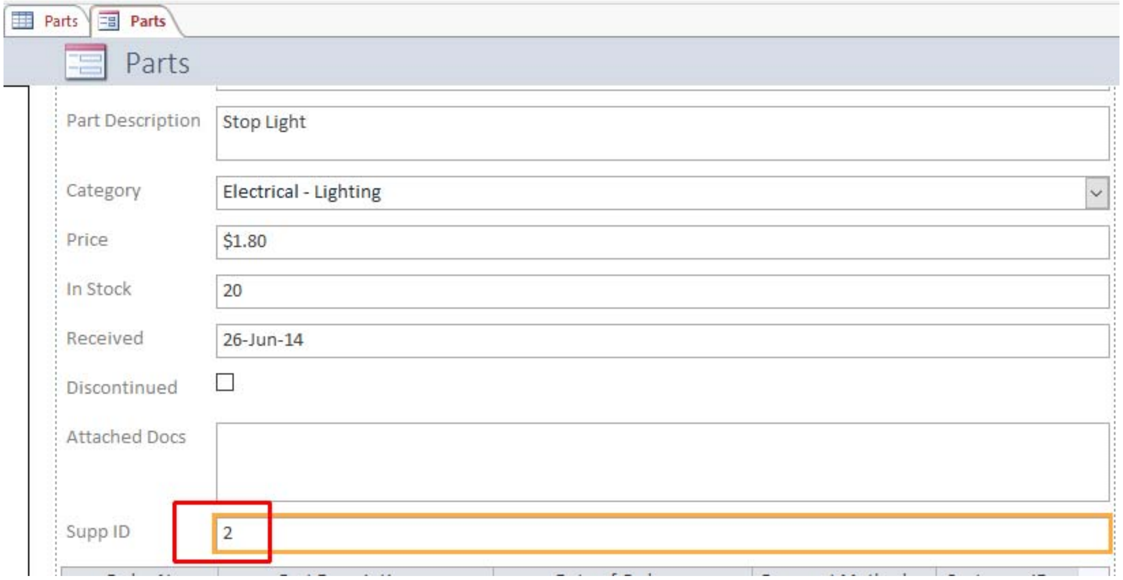
- All entries in the **Price** field within the form will now show a currency symbol preceding the value. The underlying table however remains unchanged.

  NOTE: The actual currency symbol depends upon the **Region and Language** settings in the Windows **Control Panel**.



Price	$1.80

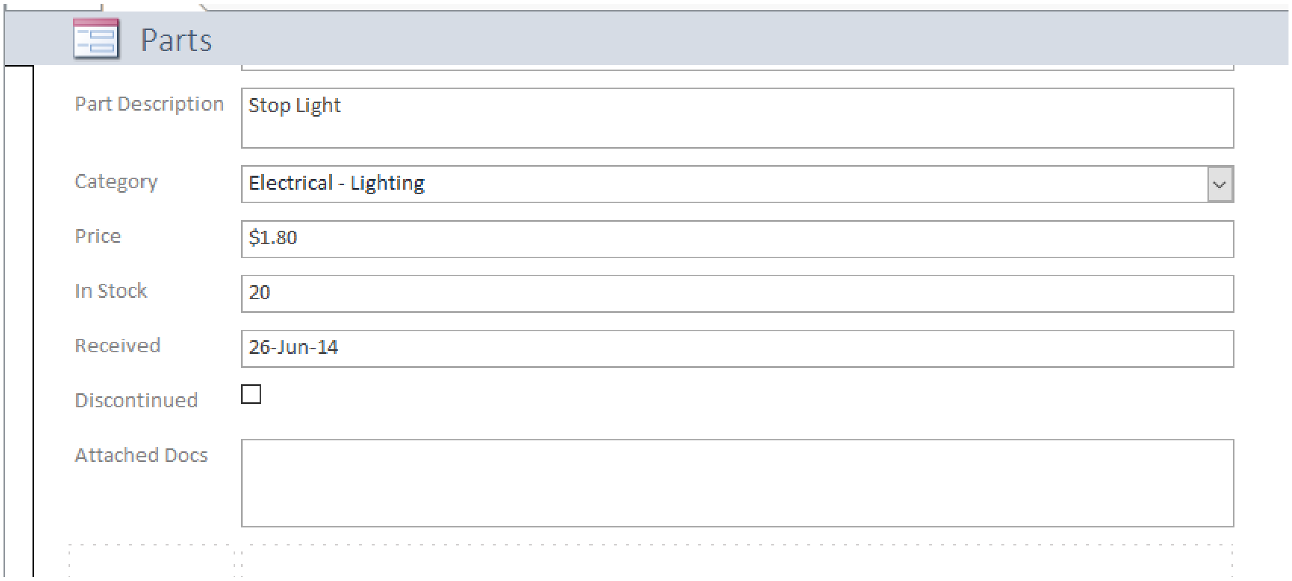
- Click on the **Supp ID** field, (i.e. click on the box containing the number **2**) as illustrated below.



Part Description	Stop Light
Category	Electrical - Lighting
Price	$1.80
In Stock	20
Received	26-Jun-14
Discontinued	☐
Attached Docs	
Supp ID	2

- The **Supp ID** field is a foreign key field from another table and used to establish a relationship between the **Supplier** and the **Parts** tables. There is no reason for users to see this field in the table therefore it can be removed from the form.

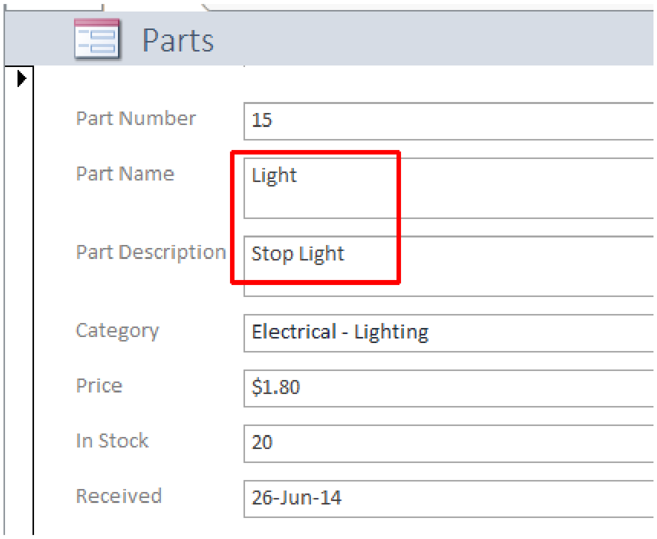
- With the field box highlighted press the **Del** key to remove the field. Your screen will now look like this.



Part Description	Stop Light
Category	Electrical - Lighting
Price	$1.80
In Stock	20
Received	26-Jun-14
Discontinued	☐
Attached Docs	

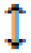
NOTE: Deleting fields in a form has no impact on the table, which remains unchanged.

- The **Part Name** and **Description** fields each occupy double line spacing and these need to be adjusted. The double spacing is illustrated below.

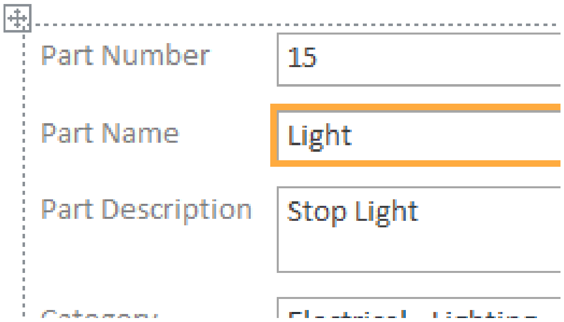


Part Number	15
Part Name	Light
Part Description	Stop Light
Category	Electrical - Lighting
Price	$1.80
In Stock	20
Received	26-Jun-14

- Select the **Part Name** field first (i.e. click to select the box containing the word **Light**), move the pointer to the bottom line of the box, until the pointer changes to a double arrow.

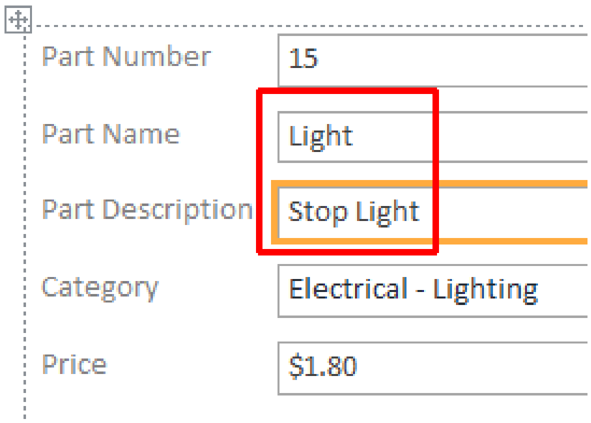


- Click and drag the line up to **reduce** the **box height**, similar to that of the **Category**, **Price**, **In Stock**.



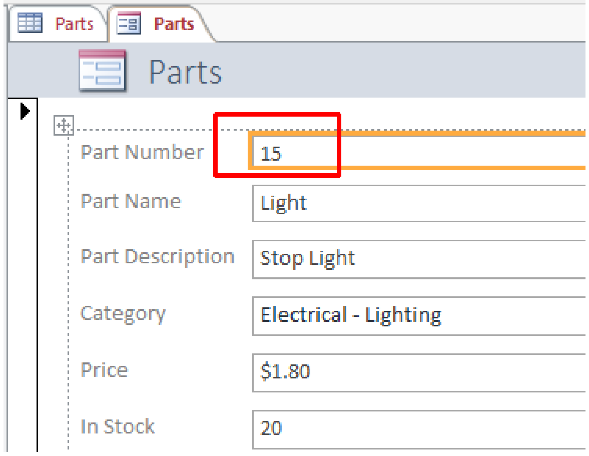
Part Number	15
Part Name	Light
Part Description	Stop Light

- Repeat the same steps, this time selecting the **Part Description** field.



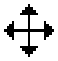
Part Number: 15
Part Name: Light
Part Description: Stop Light
Category: Electrical - Lighting
Price: $1.80

- Select the **Part Number** field.

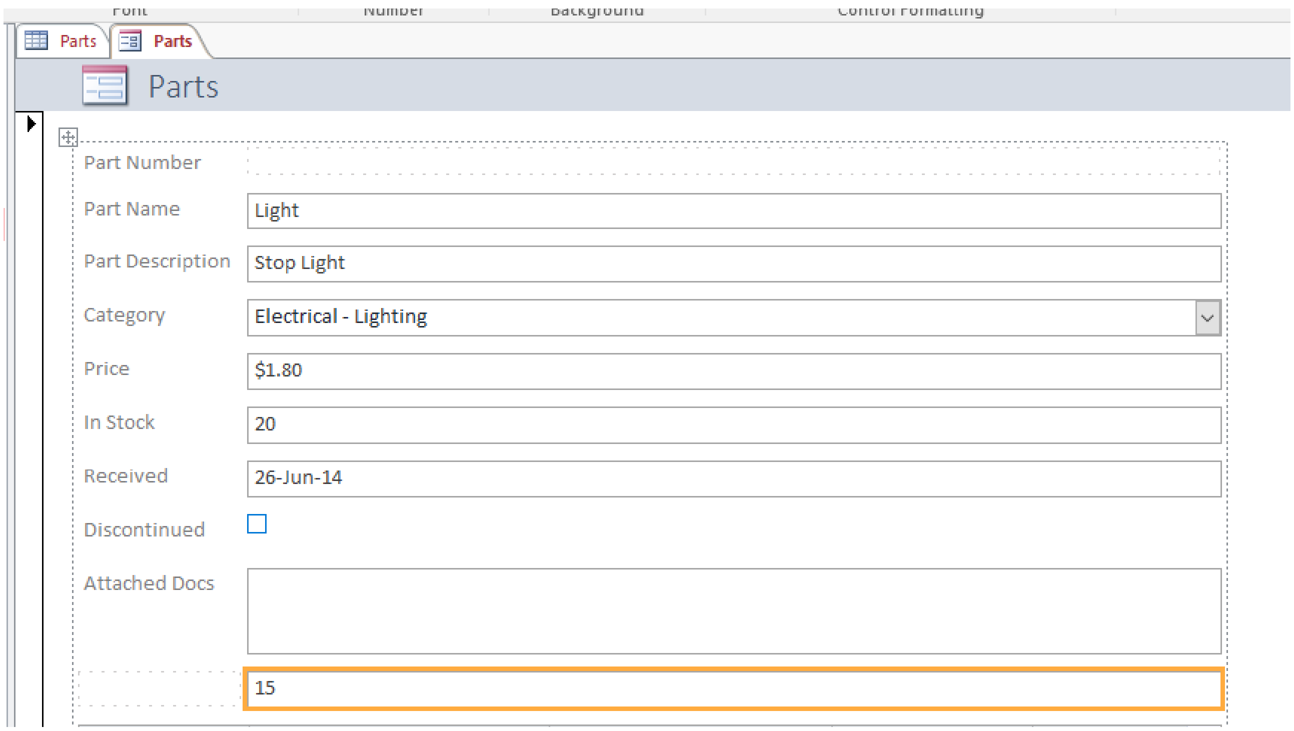


Part Number: 15
Part Name: Light
Part Description: Stop Light
Category: Electrical - Lighting
Price: $1.80
In Stock: 20

- We can easily move fields within a form. To try this, place the pointer in the middle of the highlighted field (i.e. the **Part Number** field), until the pointer changes to a (crosshair) pointer.

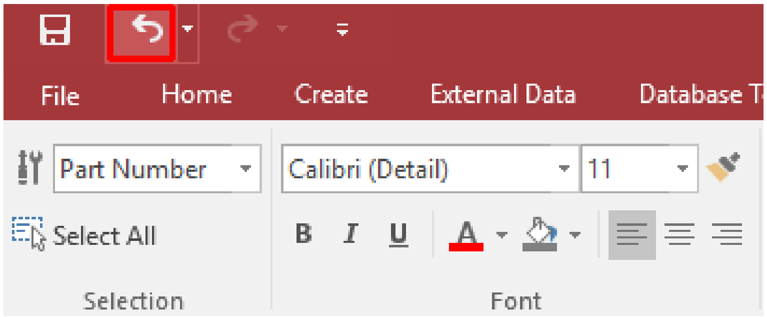


- Click and drag the **Part Number** field down the form and position below the **Attached Docs** field.


Font
Number
Background
Control Formatting
Parts
Parts
Parts

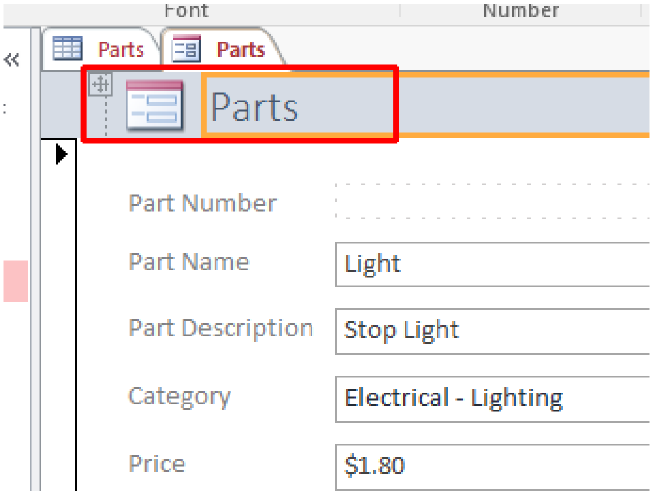
Part Number
Part Name: Light
Part Description: Stop Light
Category: Electrical - Lighting
Price: $1.80
In Stock: 20
Received: 26-Jun-14
Discontinued: ☐
Attached Docs
15

- Click on the **Undo** button to undo the move and return the **Part Number** field back to its original position.

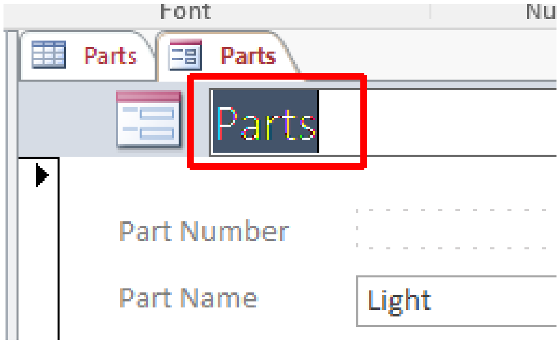

File
Home
Create
External Data
Database T
Part Number
Calibri (Detail)
11
Select All
Selection
B
I
U
A
Font

Modifying a form title

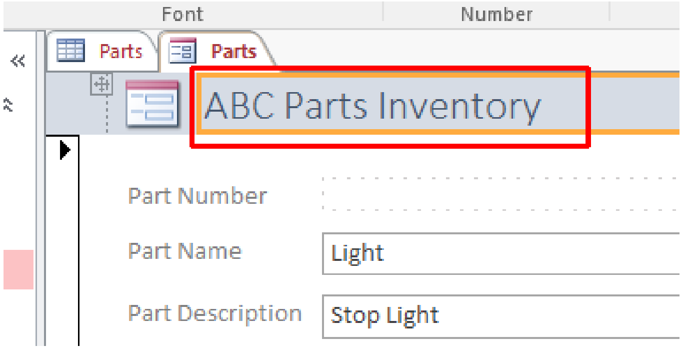
- When created, Access added a text label to the top of the form using the name of the table (**Parts**) the form was based on.
- Click on the **Parts** label. A box outline appears around **Parts** as illustrated below.


Font
Number
Parts
Parts
Parts
Part Number
Part Name
Light
Part Description
Stop Light
Category
Electrical - Lighting
Price
$1.80

- Double click on the **Parts** label again to select and highlight it.

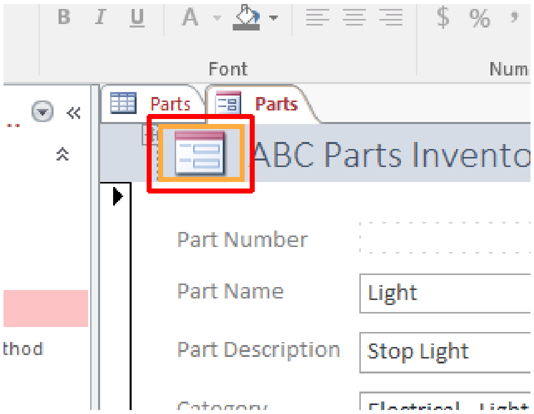

Font
Nu
Parts
Parts
Parts
Part Number
Part Name
Light

- Type in **ABC Parts Inventory** and press the **Enter** key.


Font
Number
Parts
Parts
ABC Parts Inventory
Part Number
Part Name
Light
Part Description
Stop Light

Changing a form logo

- Next, click once on the logo to select it. An outline box appears around the logo.

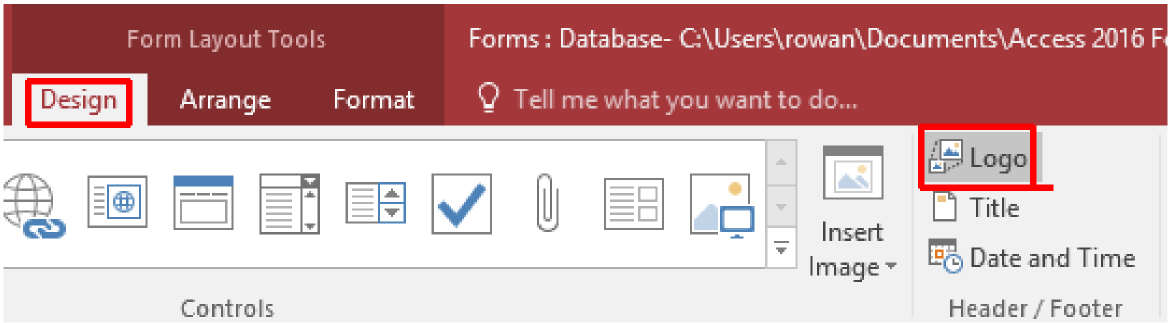

Font
Num
Parts
Parts
ABC Parts Invento
thod

Part Number

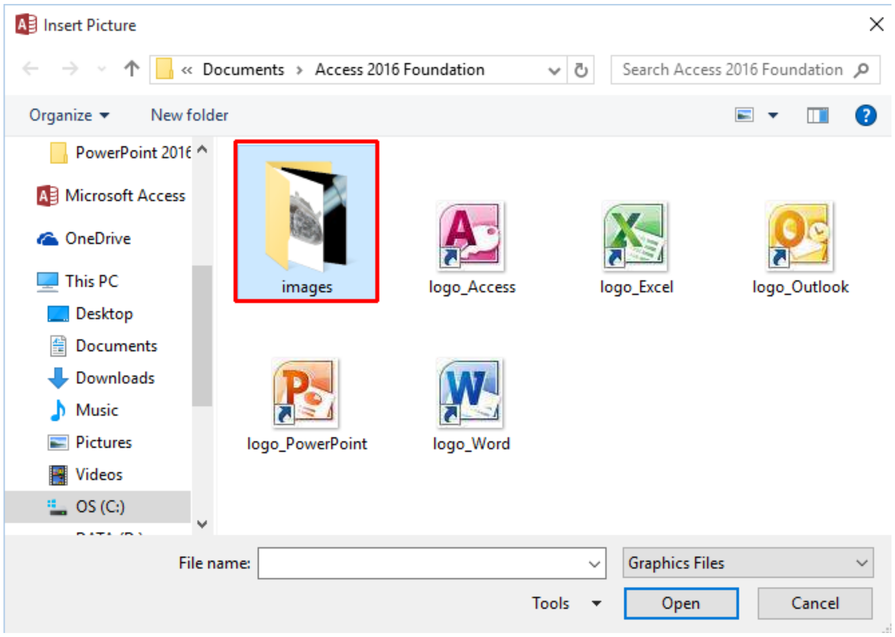
Part Name: Light

Part Description: Stop Light

- Click on the **Design** tab and from within the **Header / Footer** group click on the **Logo** button.

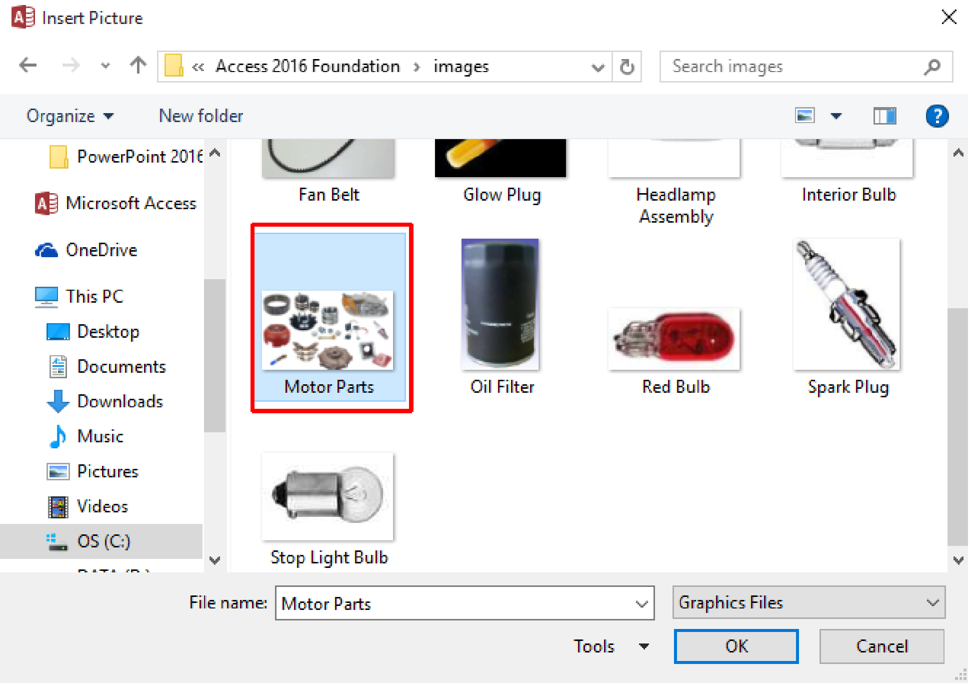

Form Layout Tools
Forms : Database- C:\Users\rowan\Documents\Access 2016 F
Design
Arrange
Format
Tell me what you want to do...
Insert Image
Logo
Title
Date and Time
Controls
Header / Footer

- The **Insert Picture** dialog box is displayed.


Insert Picture
« Documents › Access 2016 Foundation
Search Access 2016 Foundation
Organize
New folder
PowerPoint 2016
Microsoft Access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
images
logo_Access
logo_Excel
logo_Outlook
logo_PowerPoint
logo_Word
File name:
Graphics Files
Tools
Open
Cancel

- Double click on the **Images** folder and you will see a selection of pictures.

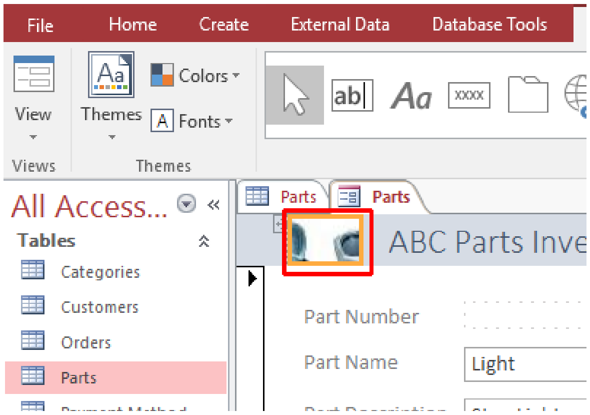
- Select an image file called **Motor Parts**.


Insert Picture
« Access 2016 Foundation › images
Search images
Organize
New folder
PowerPoint 2016
Microsoft Access
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
Fan Belt
Glow Plug
Headlamp Assembly
Interior Bulb
Motor Parts
Oil Filter
Red Bulb
Spark Plug
Stop Light Bulb
Tools
OK
Cancel

File name: Motor Parts

Graphics Files

- Click on the **OK** button and the logo will be displayed as illustrated below.

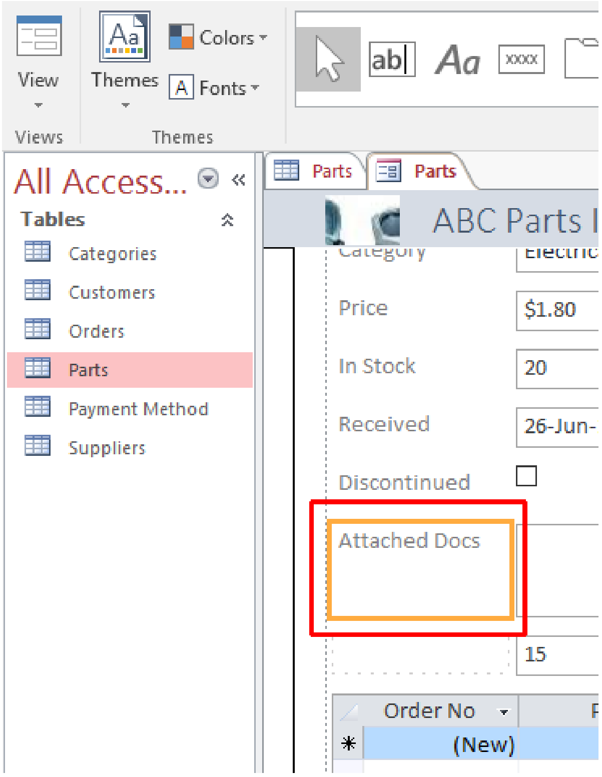

File
Home
Create
External Data
Database Tools
View
Themes
Colors
Fonts
Views
Themes
All Access...
Tables
Categories
Customers
Orders
Parts
Parts
Parts
ABC Parts Inve
Part Number

Part Name: Light

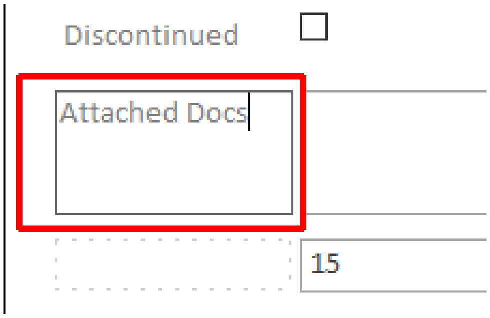
Modifying a form label

- Click on the **Attached Docs** label to select the label.

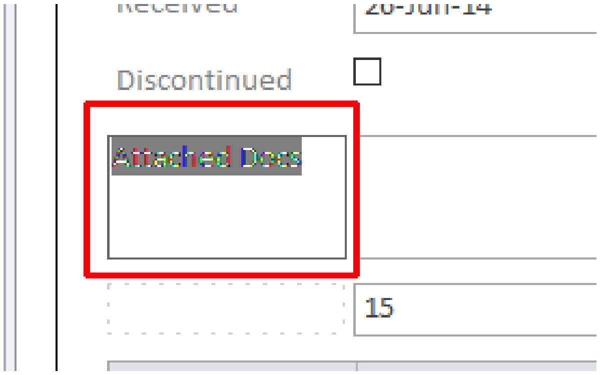
  NOTE: Make sure that you click on the label **NOT** the field which is next to the label. Look closely at the illustration below.


View
Views
Themes
Colors
Fonts
Themes
ab|
Aa
xxxx
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Parts
Parts
ABC Parts
Category
Electric
Price
$1.80
In Stock
20
Received
26-Jun-
Discontinued
Attached Docs
15
Order No
(New)

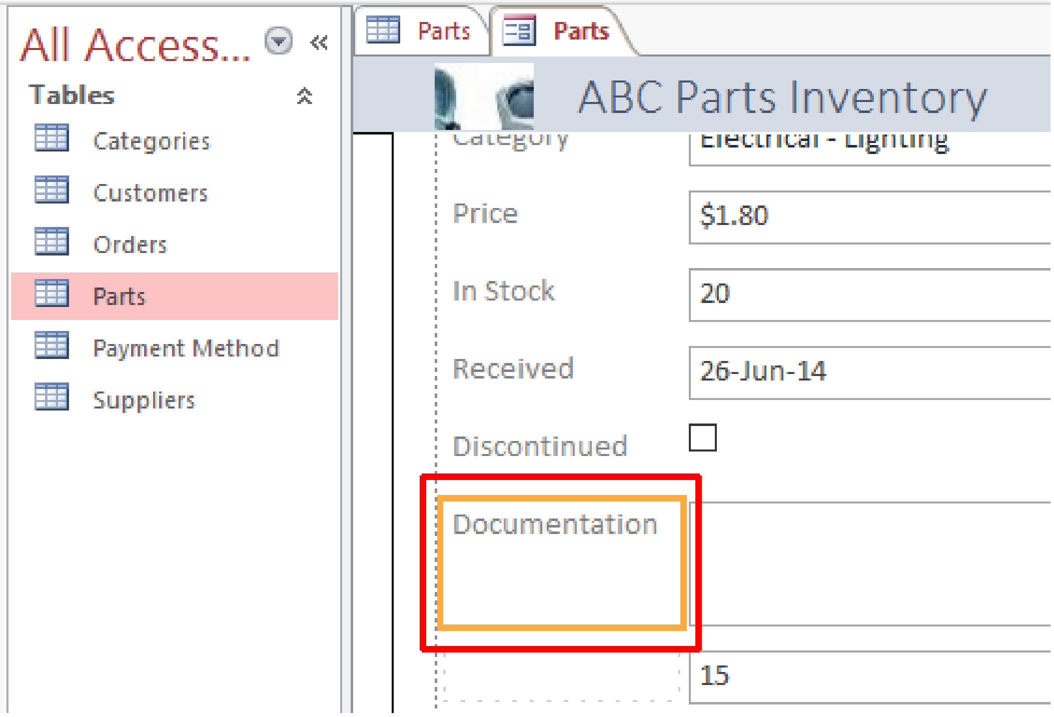
- Click once again within the label box outline.


Discontinued
Attached Docs
15

- The outline changes to show a thin outline box which indicates you are now in text edit mode. Place the mouse pointer at one end of the label, then in one motion, click and drag to highlight both words.


Received
26-Jun-14
Discontinued ☐
Attached Docs
15

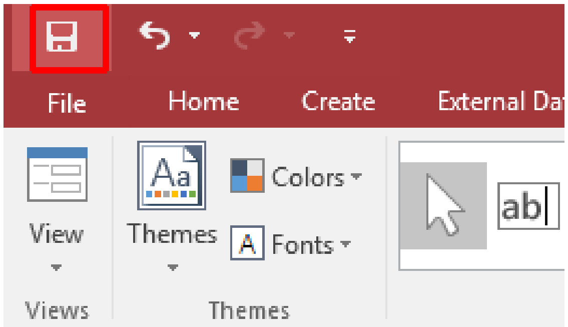
- Type in the word **Documentation**, then press the **Enter** key to confirm the change.


All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Parts
Parts
ABC Parts Inventory

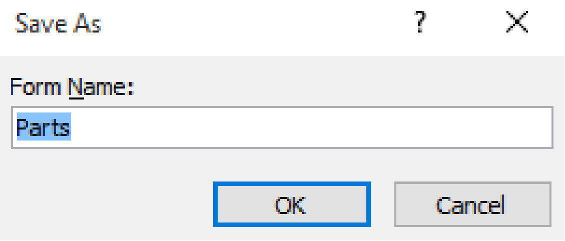
Category Electrical - Lighting
Price $1.80
In Stock 20
Received 26-Jun-14
Discontinued ☐
Documentation
15

Saving a form

- Press **Ctrl-S** or click on the **Save** icon to save the form.

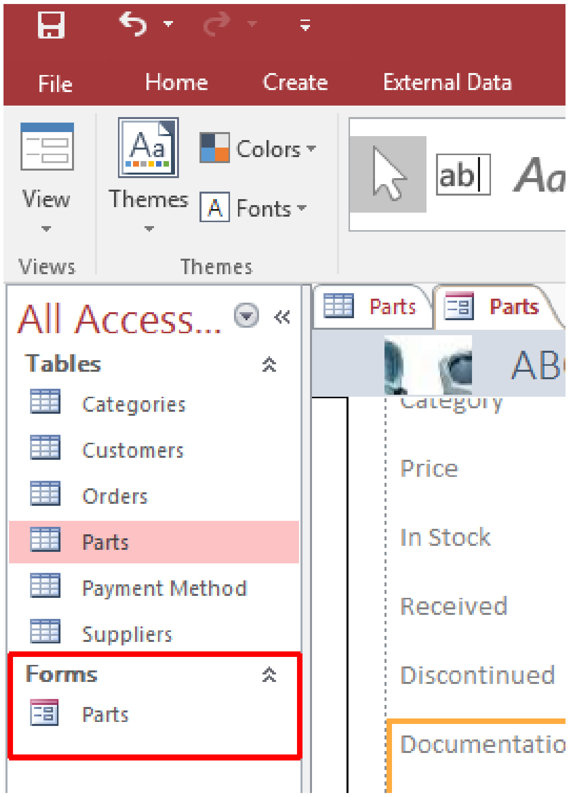

File
Home
Create
External Da
View
Themes
Colors
Fonts
ab|
Views
Themes

- The **Save As** dialog box is displayed.


Save As
?
OK
Cancel

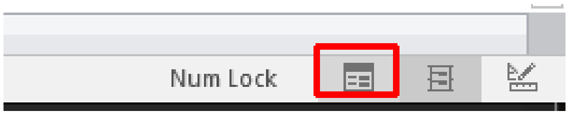
Form Name: Parts

- Click on the **OK** button to save the form. The new form appears below tables in the Navigation Pane.


File
Home
Create
External Data
View
Themes
Colors
Fonts
Views
Themes
ab|
Aa
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts
Parts
Parts
AB
Category
Price
In Stock
Received
Discontinued
Documentatio

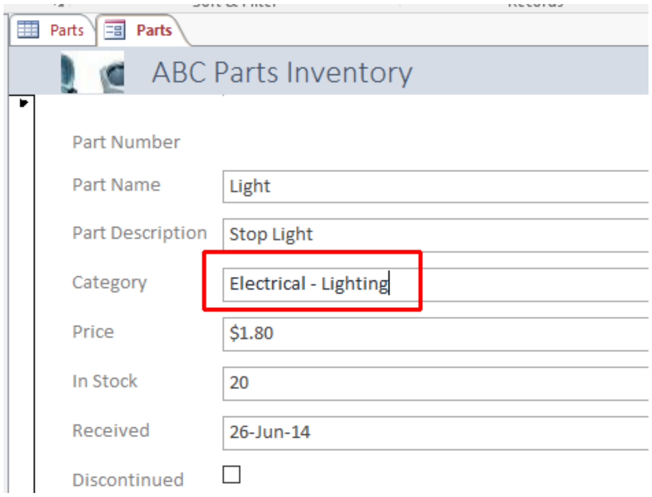
Form View

- Click on the **Form View** button (bottom-right of the screen) to switch to **Form View**.



- Unlike the Layout View, Form View does not allow the form to be modified, however a user will be able to enter and edit data, navigate and create new records in the underlying table.

- Initially, there is little to differentiate between Layout View and Form View. The first noticeable difference will be the ribbon, as the Form Layout contextual tab is no longer available. Clicking into the field text boxes also no longer activates the border around the data input area; instead double clicking will highlight the data.

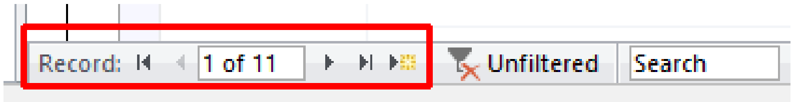


ABC Parts Inventory

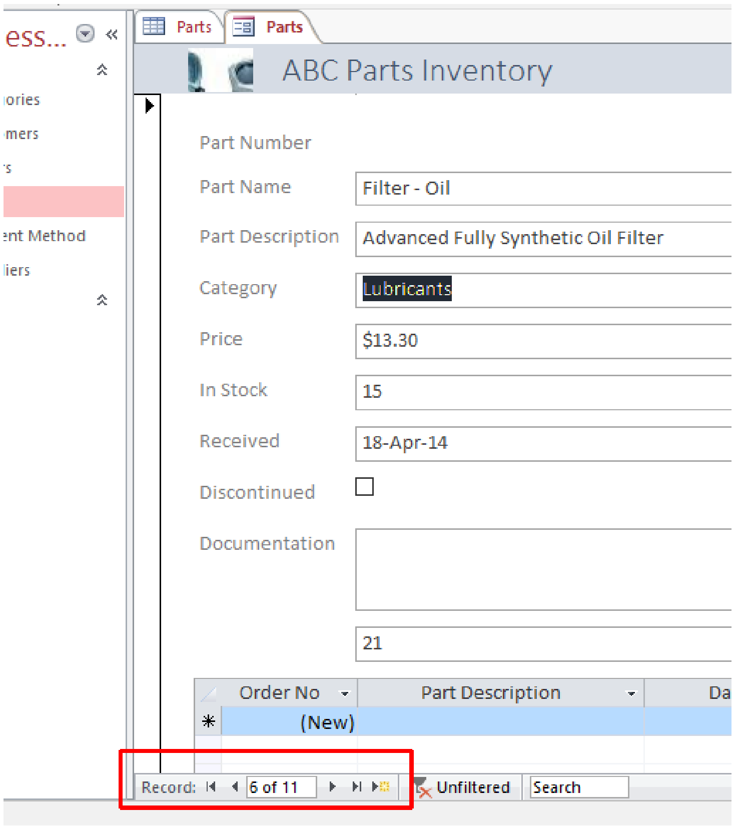
Part Number	
Part Name	Light
Part Description	Stop Light
Category	Electrical - Lighting
Price	$1.80
In Stock	20
Received	26-Jun-14
Discontinued	☐

Adding and formatting attachments

- Use the **record navigation bar** (at the bottom of your screen) to move from one record to the next and see how the data within the form changes with each record.



- Use the record navigation bar to locate and display record **6**.


ess...
Parts
Parts
ABC Parts Inventory
ories
mers
ent Method
iers
Order No
Part Description
Da
(New)
Record: 6 of 11
Unfiltered
Search

Part Number

Part Name: Filter - Oil

Part Description: Advanced Fully Synthetic Oil Filter

Category: Lubricants

Price: $13.30

In Stock: 15

Received: 18-Apr-14

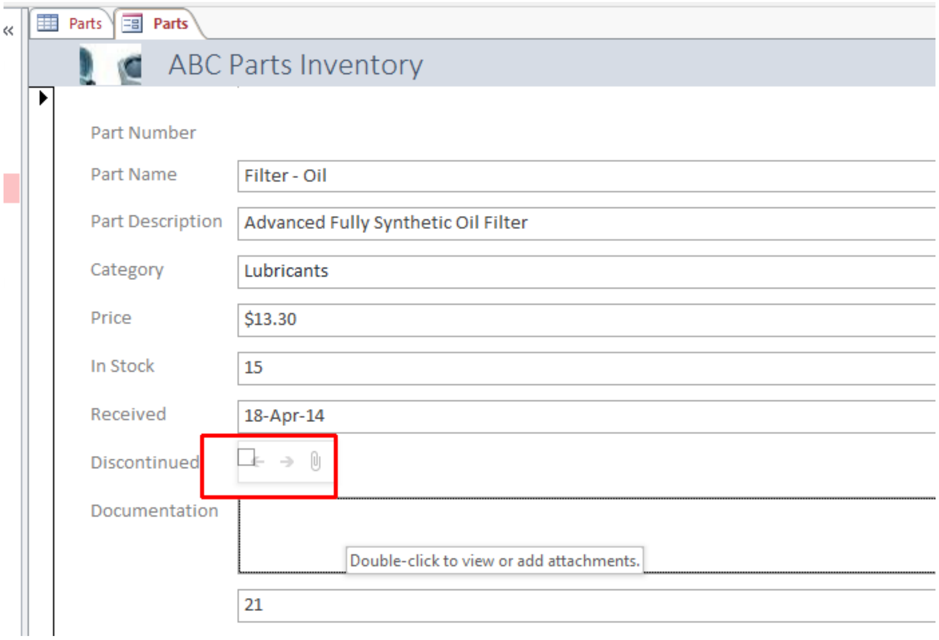
Discontinued: ☐

Documentation

21

NOTE: Although this is record number **6**, the **Part Number** is **21**. Record navigation relates to the number of record in the table, not to the unique numbers assigned to each record.

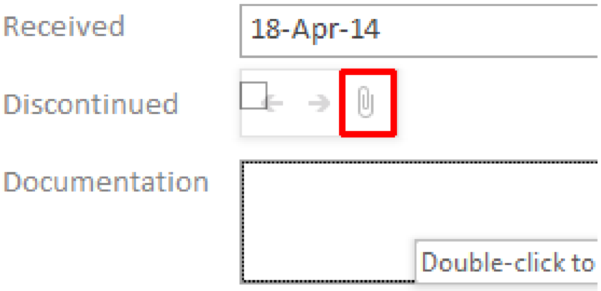
- Click once in the **Documentation** field box. An outline box appears around the **Attachments** box and a control options toolbar appears just above the attachments box.


Parts
Parts
ABC Parts Inventory

Part Number	
Part Name	Filter - Oil
Part Description	Advanced Fully Synthetic Oil Filter
Category	Lubricants
Price	$13.30
In Stock	15
Received	18-Apr-14
Discontinued	☐
Documentation	
	21

Double-click to view or add attachments.

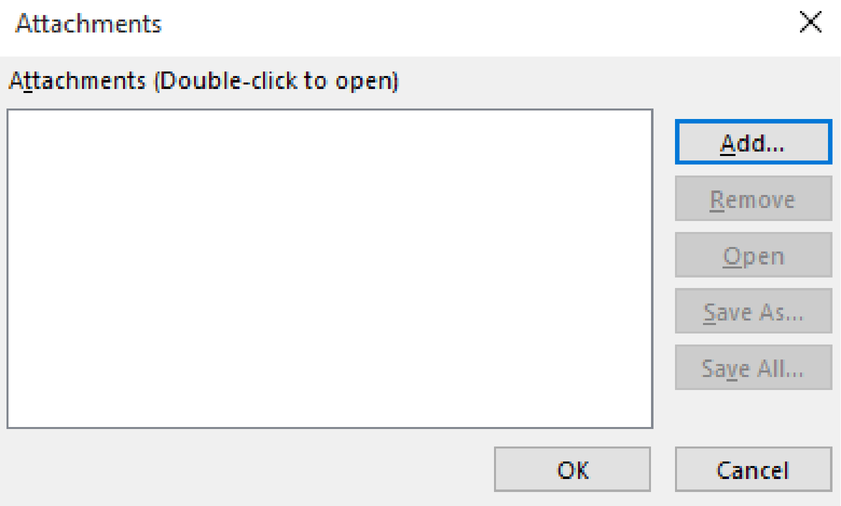
- Click on the **paperclip** button.



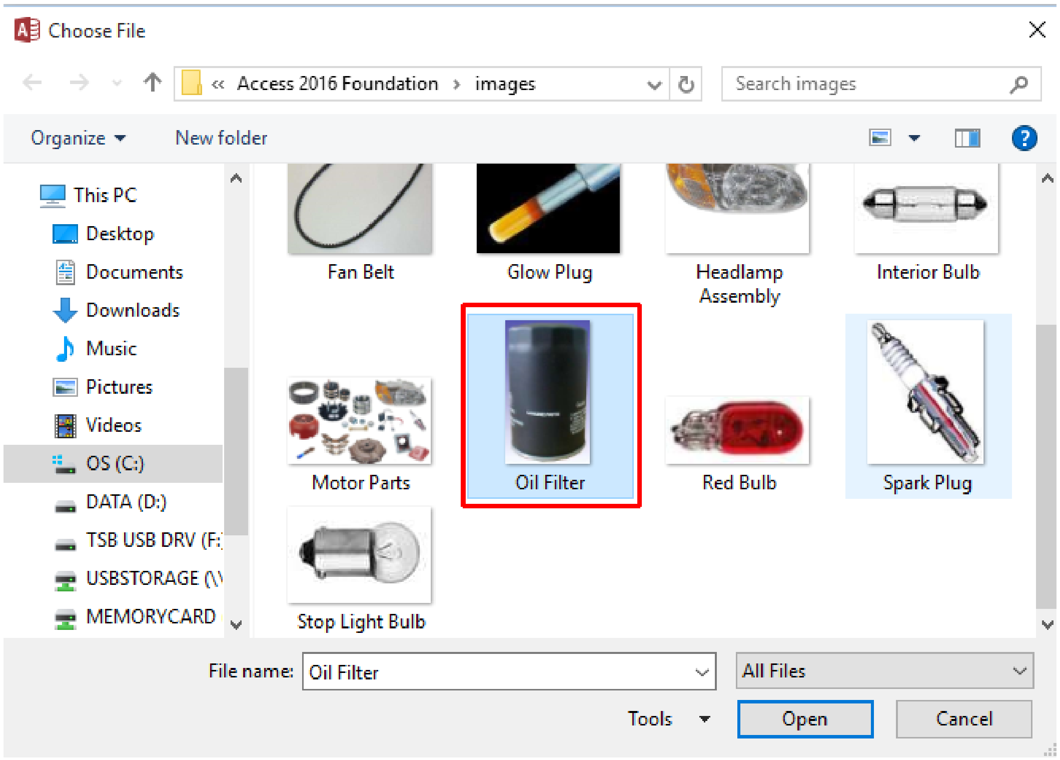
Received	18-Apr-14
Discontinued	☐
Documentation	

Double-click to

- The **Attachments** dialog box is displayed.


Attachments
Attachments (Double-click to open)
Add...
Remove
Open
Save As...
Save All...
OK
Cancel

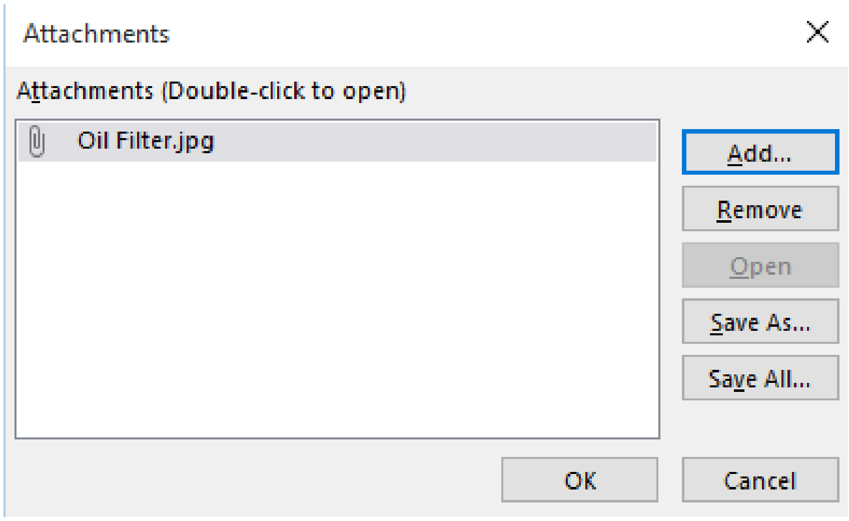
- Click on the **Add** button and locate an image file named **Oil Filter**, which is located in the **Images** folder under your sample files folder.


Choose File
« Access 2016 Foundation › images
Search images
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
MEMORYCARD
Fan Belt
Glow Plug
Headlamp Assembly
Interior Bulb
Motor Parts
Oil Filter
Red Bulb
Spark Plug
Stop Light Bulb
Tools
Open
Cancel

File name: Oil Filter

All Files

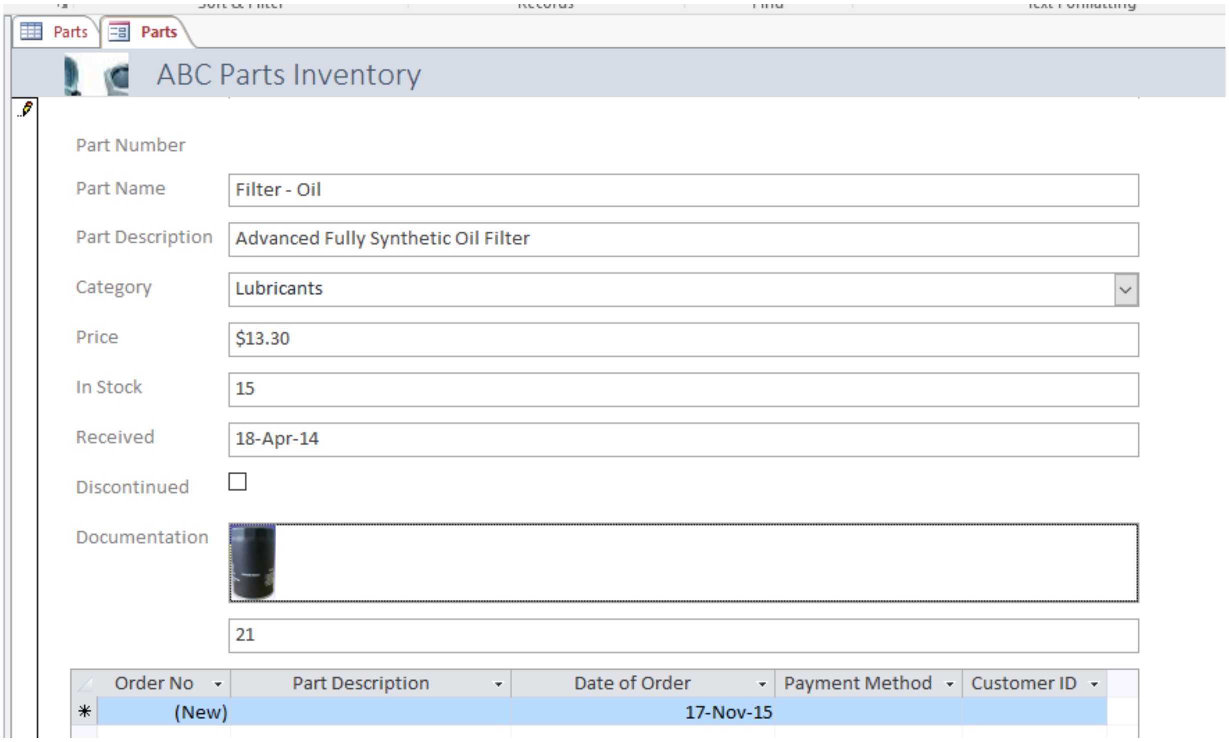
- Double click on the **Oil Filter** image file to add it as an attachment.



Attachments (Double-click to open)

Oil Filter.jpg

- Click on the **OK** button to close the **Attachments** dialog box and return to the form.

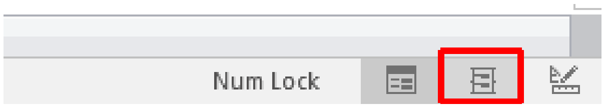


ABC Parts Inventory

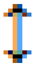
Part Number	
Part Name	Filter - Oil
Part Description	Advanced Fully Synthetic Oil Filter
Category	Lubricants
Price	$13.30
In Stock	15
Received	18-Apr-14
Discontinued	☐
Documentation	
	21

	Order No	Part Description	Date of Order	Payment Method	Customer ID
*	(New)		17-Nov-15		

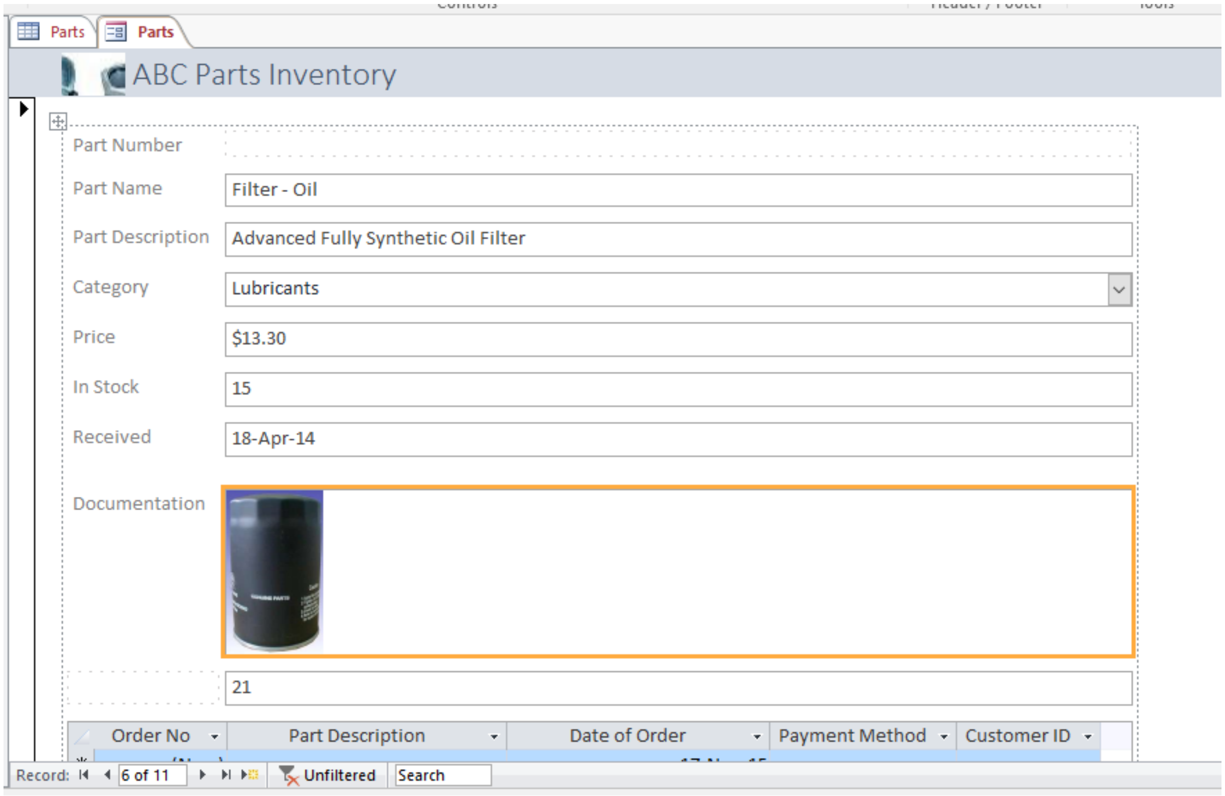
- An image of the oil filter is now displayed in the **Documentation** field, however the image is small and difficult to determine.
- Click on the **Layout View** button (bottom-right) to switch to **Layout View**.



- Move the mouse pointer to the bottom edge of the **Documentation** field box and position until the pointer changes to a double headed arrow.



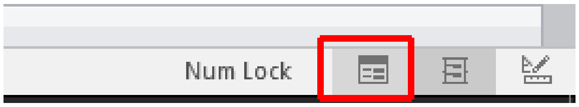
- Using the mouse pointer, click and drag the bottom of the field box downwards so that the screen resembles the illustration below, then release the mouse button.


Parts
Parts
ABC Parts Inventory

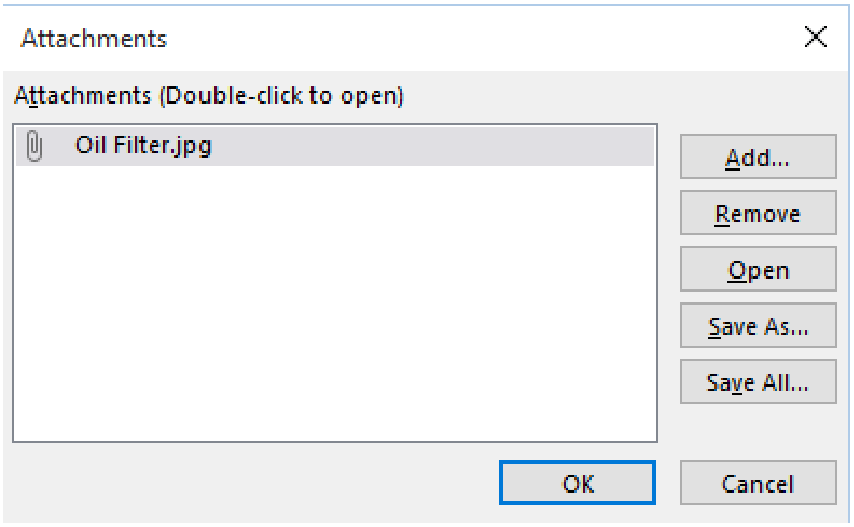
Part Number	
Part Name	Filter - Oil
Part Description	Advanced Fully Synthetic Oil Filter
Category	Lubricants
Price	$13.30
In Stock	15
Received	18-Apr-14
Documentation	
	21

Order No
Part Description
Date of Order
Payment Method
Customer ID
Record: 6 of 11
Unfiltered
Search

- Click on the **Form View** button (bottom-right) to switch back to **Form View**.



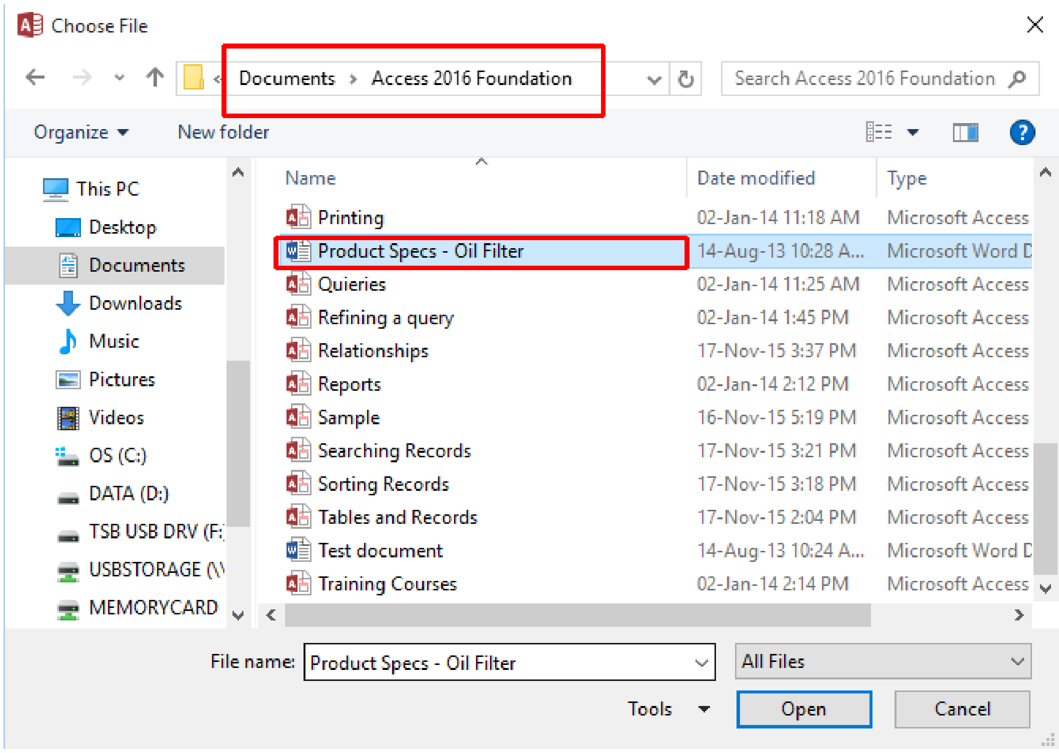
- Double click within the **Documentation** field. The **Attachments** dialog box will be displayed.


Attachments
Attachments (Double-click to open)
Add...
Remove
Open
Save As...
Save All...
OK
Cancel

Oil Filter.jpg

- Click on the **Add** button and select a ***Word document*** file named **Product Specs – Oil Filter**, located in the **Access 2016 Foundation** folder.

  NOTE: You will have to move up a folder level, as you are currently viewing the **Images** folder, which is located under the **Access 2016 Foundation** folder.

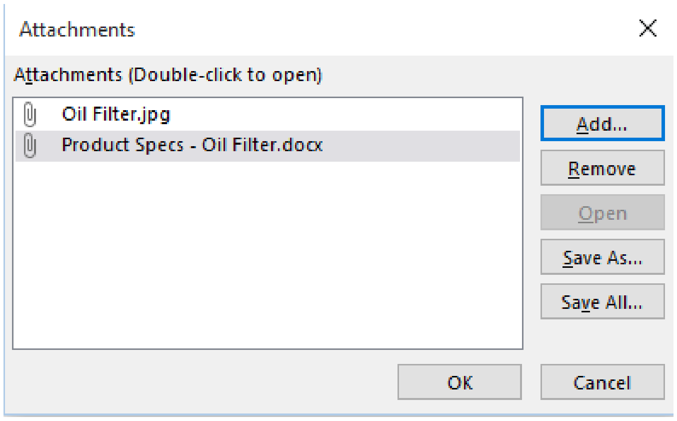

Choose File
Documents › Access 2016 Foundation
Search Access 2016 Foundation
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
MEMORYCARD
Tools
Open
Cancel

Name	Date modified	Type
Printing	02-Jan-14 11:18 AM	Microsoft Access
Product Specs - Oil Filter	14-Aug-13 10:28 A...	Microsoft Word D
Quieries	02-Jan-14 11:25 AM	Microsoft Access
Refining a query	02-Jan-14 1:45 PM	Microsoft Access
Relationships	17-Nov-15 3:37 PM	Microsoft Access
Reports	02-Jan-14 2:12 PM	Microsoft Access
Sample	16-Nov-15 5:19 PM	Microsoft Access
Searching Records	17-Nov-15 3:21 PM	Microsoft Access
Sorting Records	17-Nov-15 3:18 PM	Microsoft Access
Tables and Records	17-Nov-15 2:04 PM	Microsoft Access
Test document	14-Aug-13 10:24 A...	Microsoft Word D
Training Courses	02-Jan-14 2:14 PM	Microsoft Access

File name: Product Specs - Oil Filter

All Files

- Double click on the file to add it as an attachment.


Attachments

Attachments (Double-click to open)

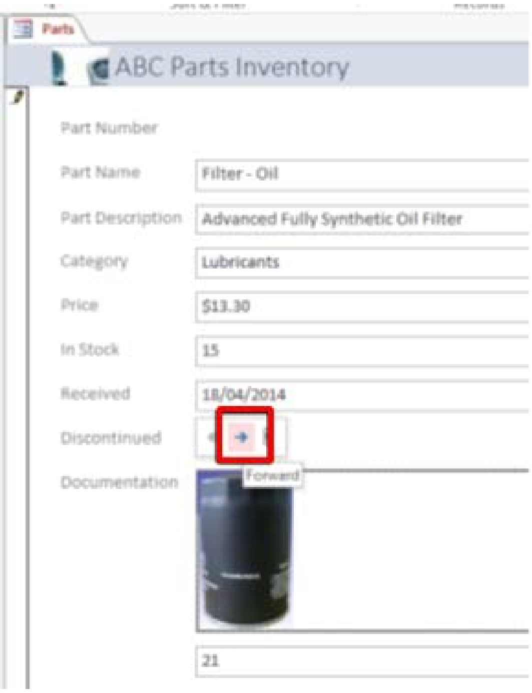
Oil Filter.jpg

Product Specs - Oil Filter.docx

- Click on the **OK** button to close the **Attachments** dialog box and return to the form. The image of the oil filter is still displayed in the **Documentation** field.

  NOTE: When file attachments are added to a field, the first image file added will be the image displayed by default for the record. If documents are attached to a field without an image, a button, representing the application used to create or open the document, i.e. Microsoft Word will be displayed.

- When two or more attachments have been added to a field, the **arrow controls** provide a means of viewing them.



Part Number

Part Name: Filter - Oil

Part Description: Advanced Fully Synthetic Oil Filter

Category: Lubricants

Price: $13.30

In Stock: 15

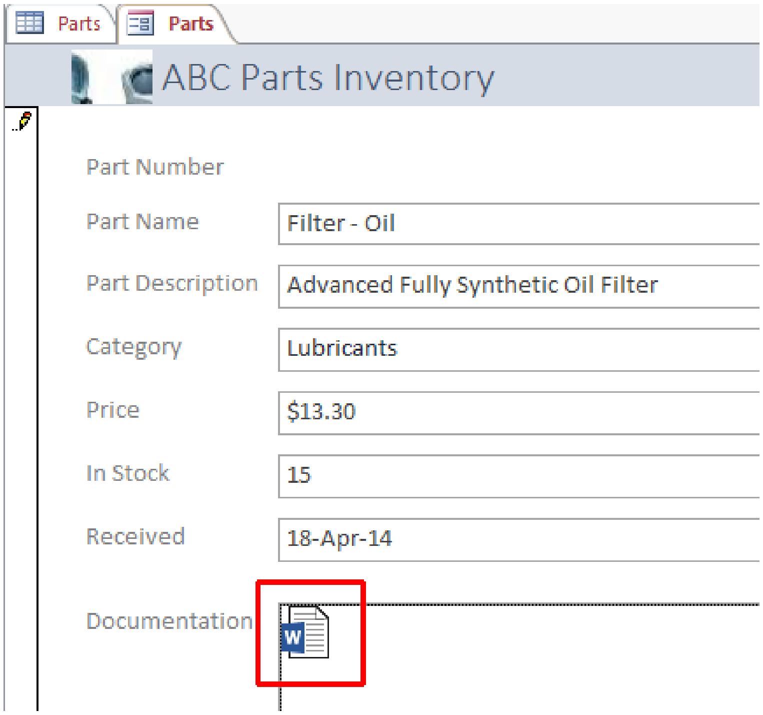
Received: 18/04/2014

Discontinued

Documentation

21

- Click once in the **Documentation** field to activate the control options toolbar. Click on the **right arrow** button within the mini toolbar.



Part Number

Part Name: Filter - Oil

Part Description: Advanced Fully Synthetic Oil Filter

Category: Lubricants

Price: $13.30

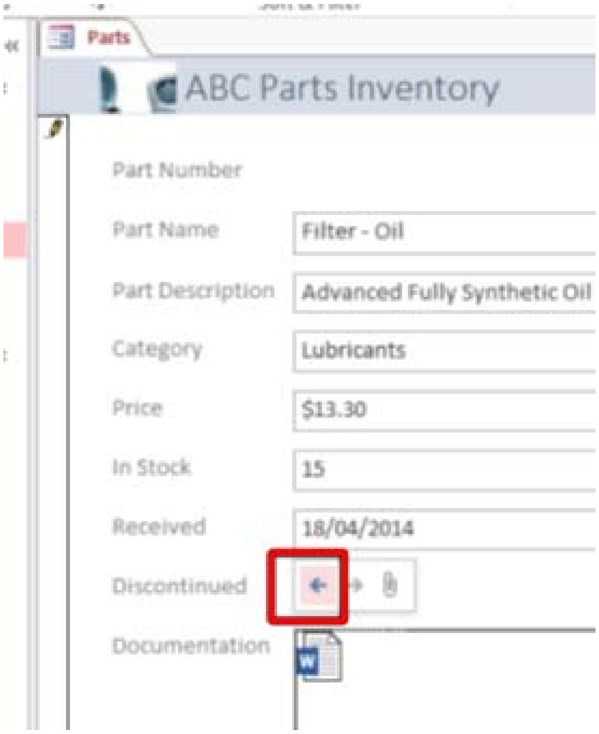
In Stock: 15

Received: 18-Apr-14

Documentation

TIP: The attachment navigation arrows are most useful when viewing multiple image attachments.

- When active, click on the **left arrow** button to navigate backwards through the list of available files.



Parts

ABC Parts Inventory

Part Number

Part Name: Filter - Oil

Part Description: Advanced Fully Synthetic Oil

Category: Lubricants

Price: $13.30

In Stock: 15

Received: 18/04/2014

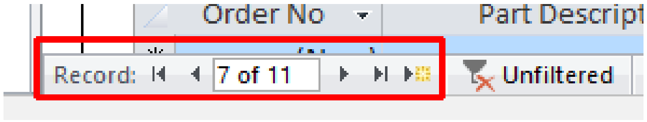
Discontinued

Documentation

NOTE: If you had wanted to open and view the attached document, you could have double clicked to view the document.

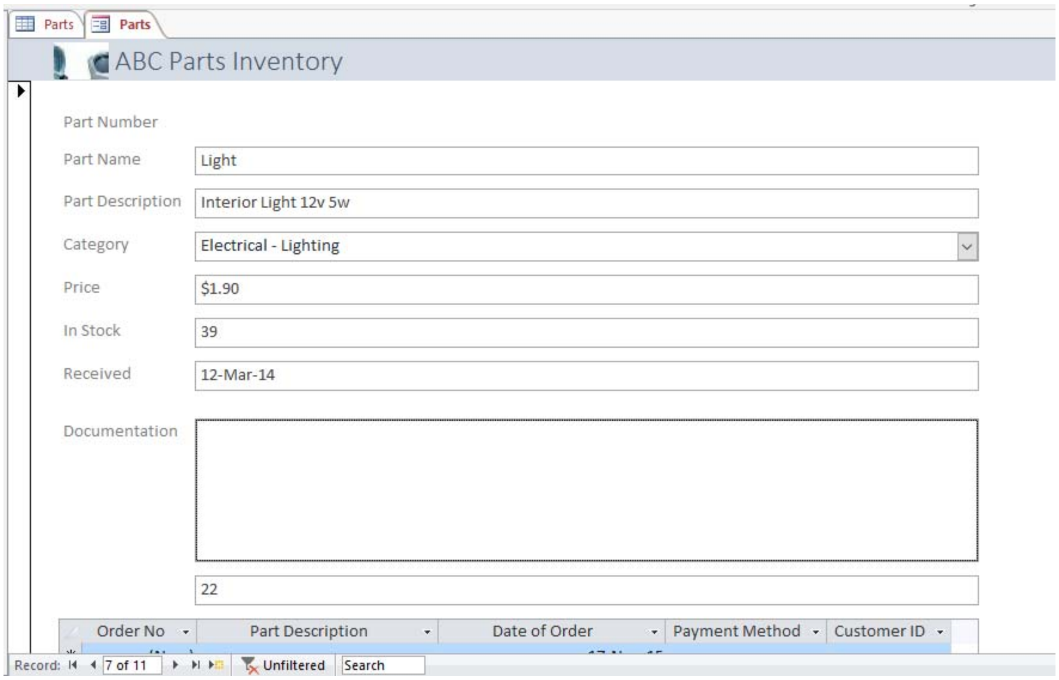
Modifying data within records

- Using the record navigation bar locate record **7**.



Record: 7 of 11 Unfiltered

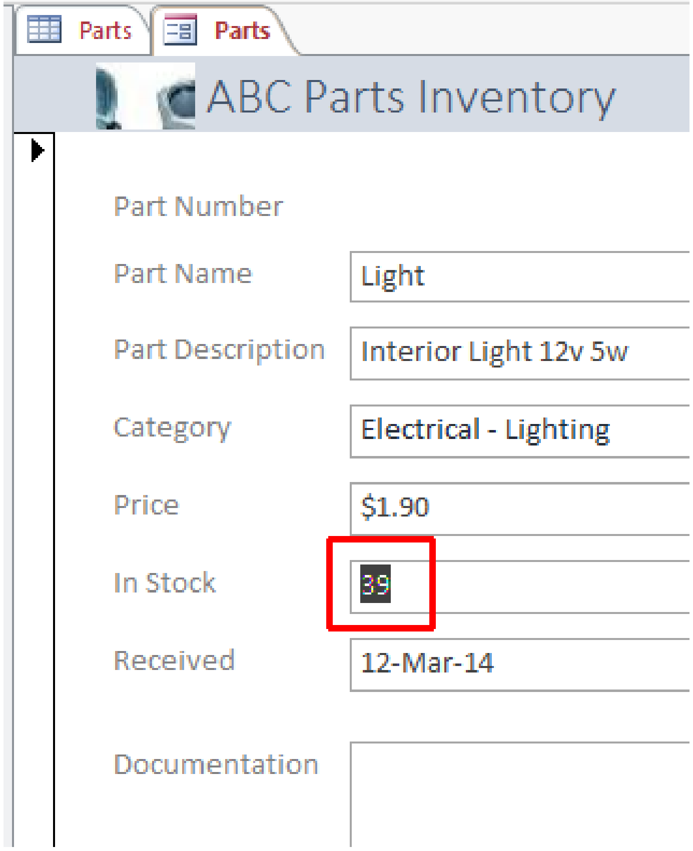
- The following data will be displayed.


Parts
Parts
ABC Parts Inventory
Record: 7 of 11
Unfiltered
Search

Part Number	
Part Name	Light
Part Description	Interior Light 12v 5w
Category	Electrical - Lighting
Price	$1.90
In Stock	39
Received	12-Mar-14
Documentation	
	22

Order No	Part Description	Date of Order	Payment Method	Customer ID

- Let us assume after checking your stock, it emerges that in fact there are only **34** of these lights in stock, not **39**, therefore the record needs to be edited and updated with this new information.
- Double click on the **In Stock** field to highlight the value.


Parts
Parts
ABC Parts Inventory

Part Number

Part Name Light

Part Description Interior Light 12v 5w

Category Electrical - Lighting

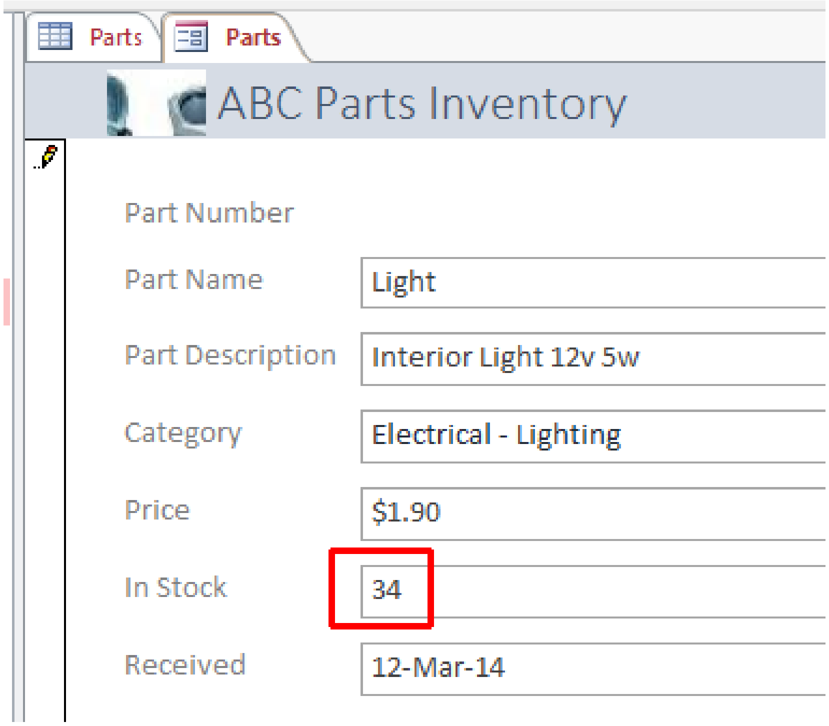
Price $1.90

In Stock 39

Received 12-Mar-14

Documentation

- Type **34** and press the **Enter** key.


Parts
Parts
ABC Parts Inventory

Part Number

Part Name Light

Part Description Interior Light 12v 5w

Category Electrical - Lighting

Price $1.90

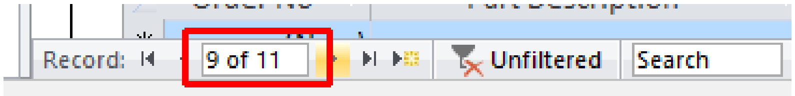
In Stock 34

Received 12-Mar-14

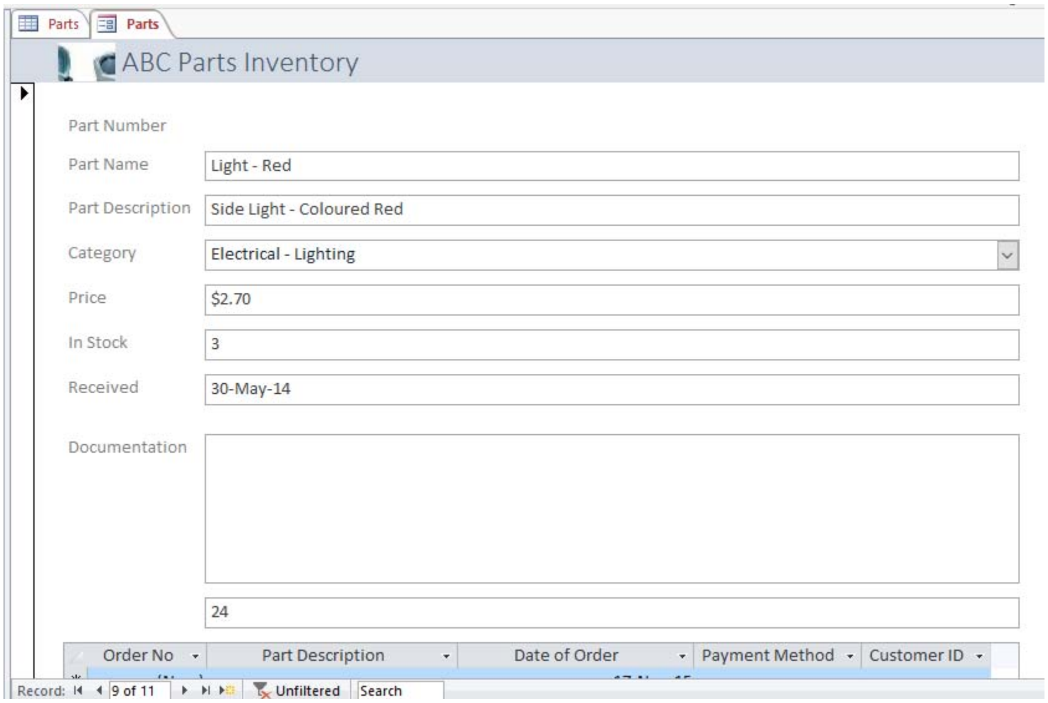
NOTE: The value has been updated and committed to the **Parts** table.

Deleting records using a form

- Using the record navigation bar locate record **9**, which is to be removed from the table.


Record:
9 of 11
Unfiltered
Search

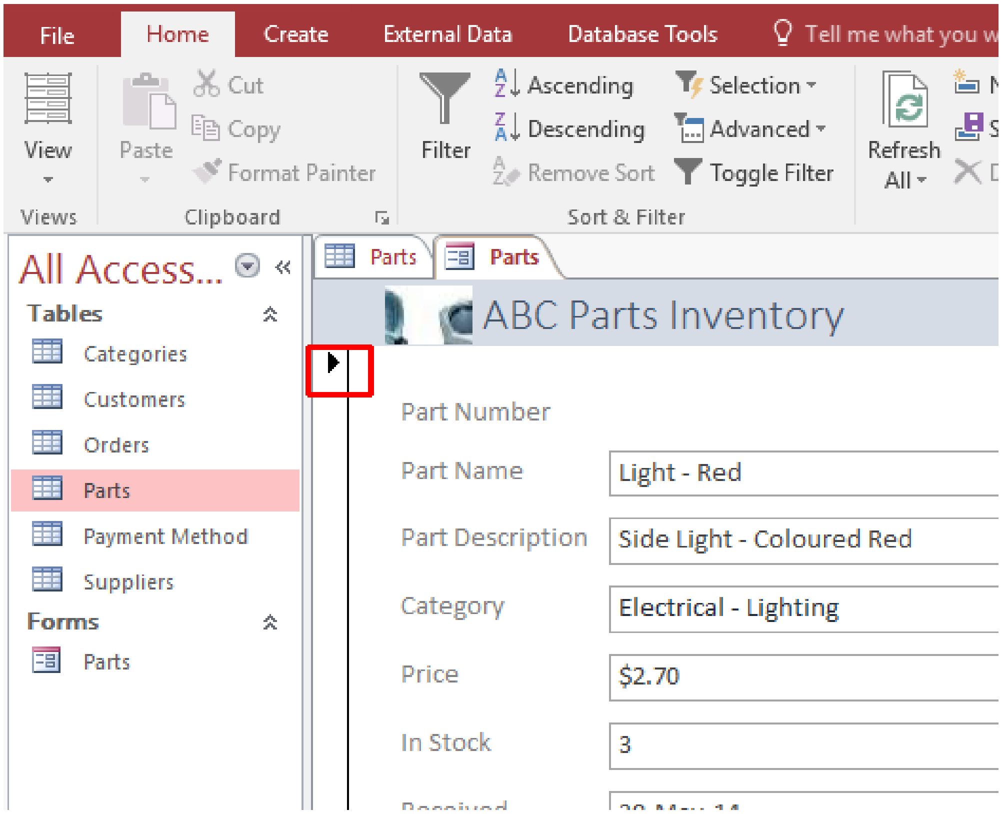
- The data will look like this.


Parts
Parts
ABC Parts Inventory

Part Number	
Part Name	Light - Red
Part Description	Side Light - Coloured Red
Category	Electrical - Lighting
Price	$2.70
In Stock	3
Received	30-May-14
Documentation	
	24

Order No
Part Description
Date of Order
Payment Method
Customer ID
Record:
9 of 11
Unfiltered
Search

- At the top-left of each record in a form there is a bar with a single right pointing arrow at the top of the bar.


File
Home
Create
External Data
Database Tools
Tell me what you w
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts
Parts
Parts

ABC Parts Inventory

Part Number

Part Name: Light - Red

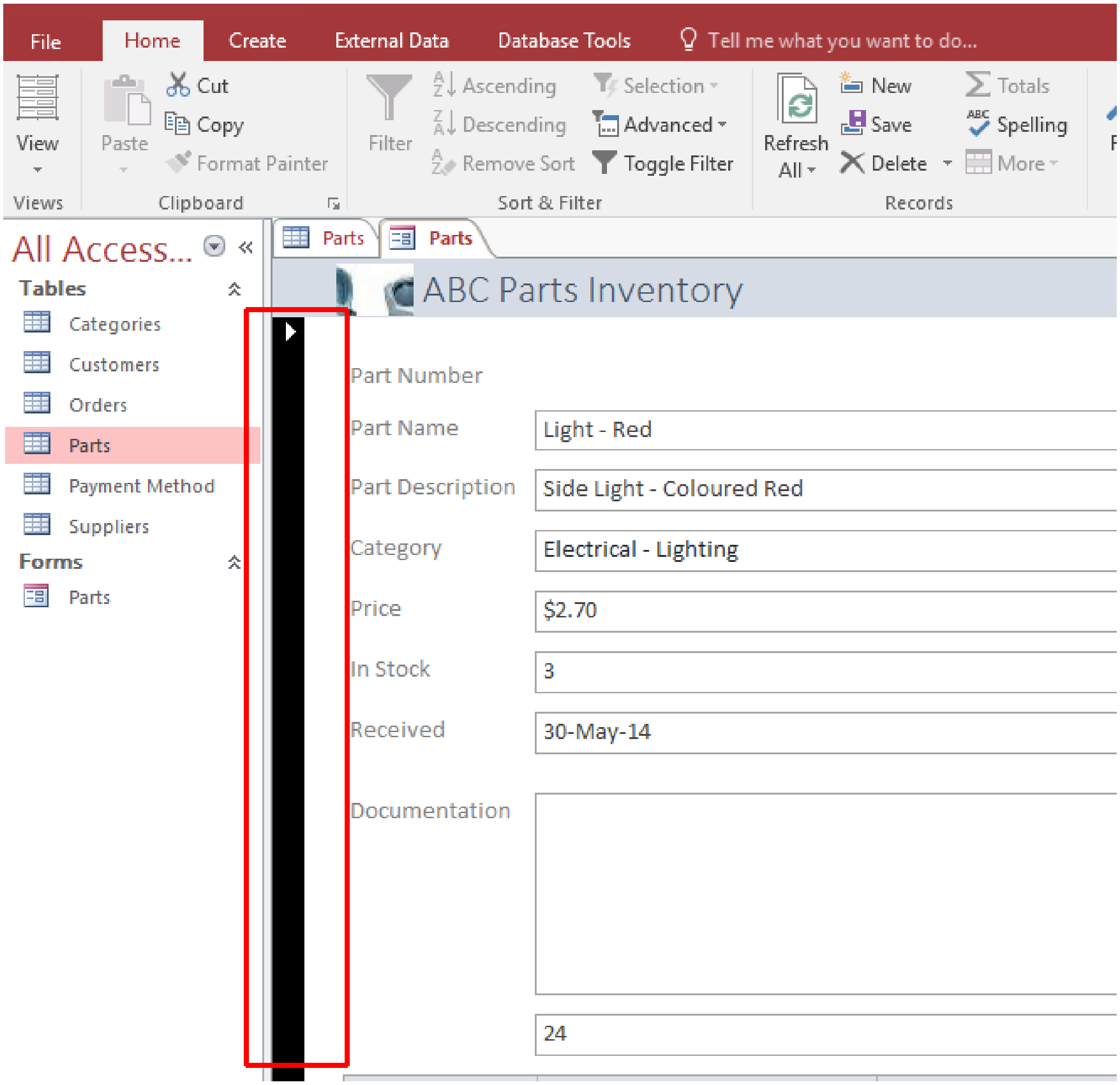
Part Description: Side Light - Coloured Red

Category: Electrical - Lighting

Price: $2.70

In Stock: 3

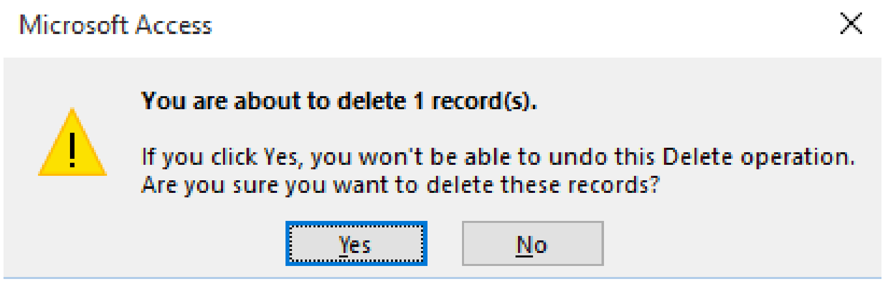
- When clicked, the bar changes to show the whole record is selected. By doing this, you can delete an entire record in one go. Click anywhere on the bar to select the record. The bar changes to look like this.


File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Views
Paste
Cut
Copy
Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Records
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts
Parts
Parts

ABC Parts Inventory

Part Number	
Part Name	Light - Red
Part Description	Side Light - Coloured Red
Category	Electrical - Lighting
Price	$2.70
In Stock	3
Received	30-May-14
Documentation	
	24

- Press the **Del**. Access displays a warning requesting confirmation of deletion.


Microsoft Access

You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?

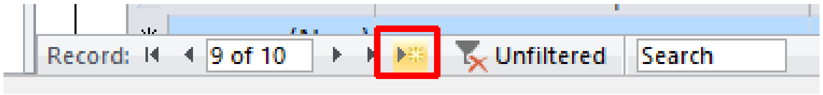
NOTE: The record which is about to be deleted has disappeared and the Record

Navigation bar displays one less record.

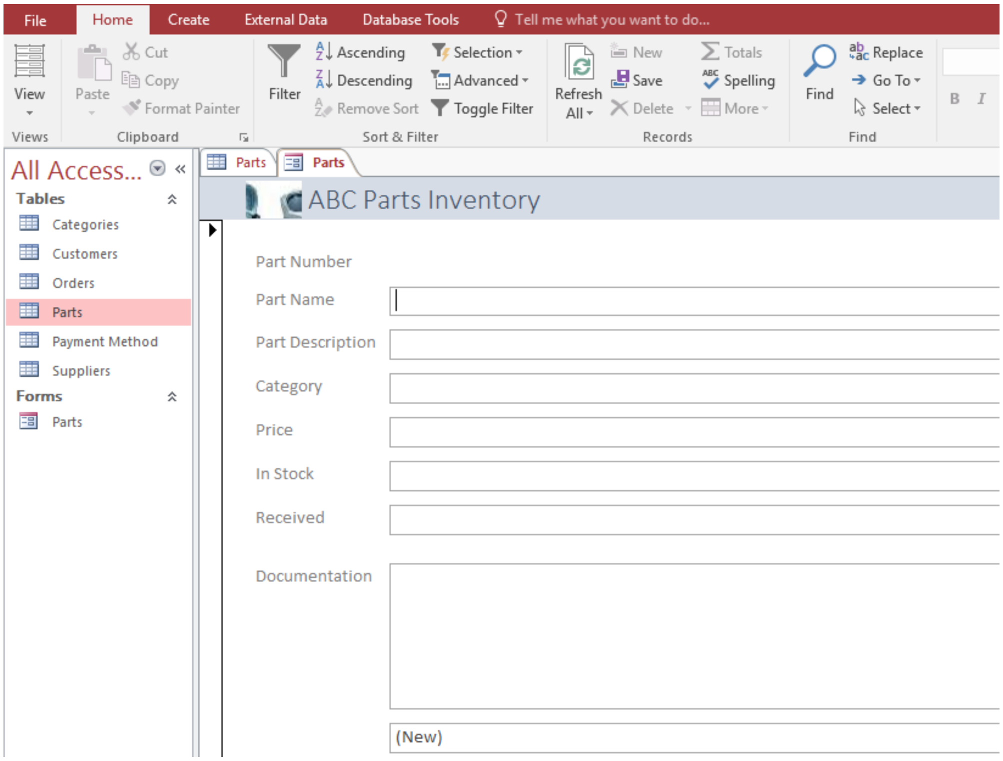
- Click on the **Yes** button to confirm deletion.

Adding records using a form

- Click on the **New Record** button on the record navigation bar (displayed at the bottom-left of your screen).


Record:
9 of 10
Unfiltered
Search

- A new blank record will be displayed.


File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Views
Clipboard
Sort & Filter
Records
Find
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts
Parts
Parts
ABC Parts Inventory
Part Number
Part Name
Part Description
Category
Price
In Stock
Received
Documentation
(New)

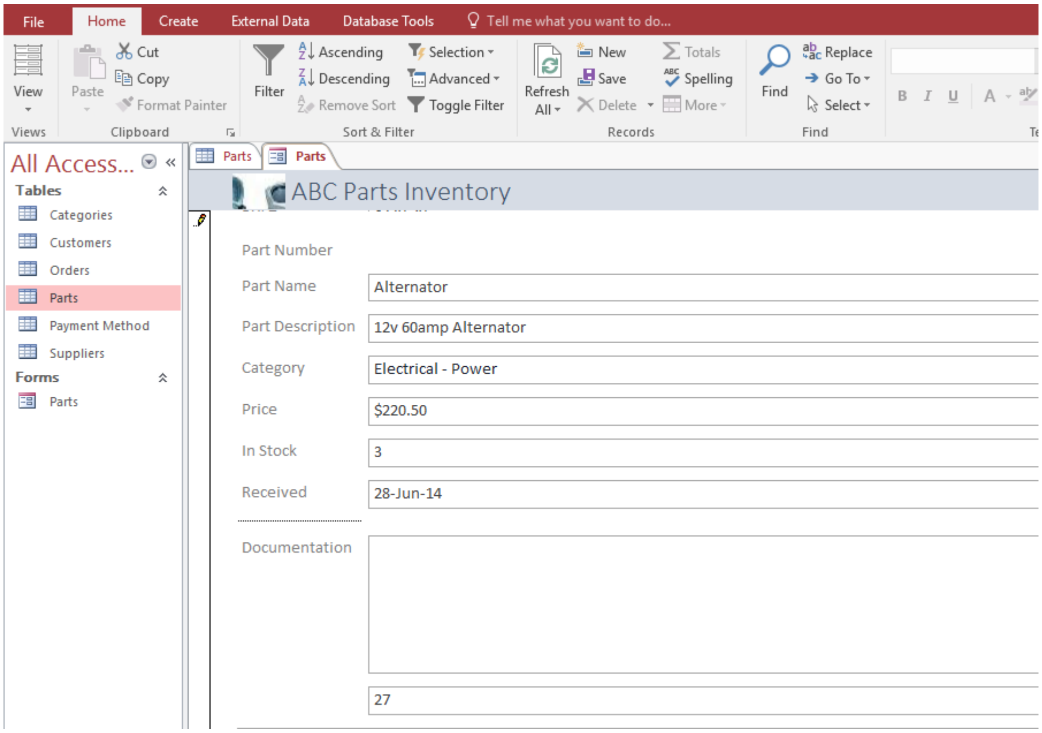
- Enter the following information to complete the new record, pressing the **Tab** or the **Enter** key to move from one field to the next.

  NOTE: Leave the last two items blank.

Part Name	**Alternator**
Part Description	**12v 60amp Alternator**
Category	**Electrical - Power**
Price	**220.50**
In Stock	**3**

Received	**28/06/2014**
Discontinued	
Documentation	

- Your screen will now look like this.


File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Paste
Cut
Copy
Format Painter
Views
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Records
Find
Replace
Go To
Select
Find
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts
Parts
Parts
ABC Parts Inventory

Part Number	
Part Name	Alternator
Part Description	12v 60amp Alternator
Category	Electrical - Power
Price	$220.50
In Stock	3
Received	28-Jun-14
Documentation	
	27

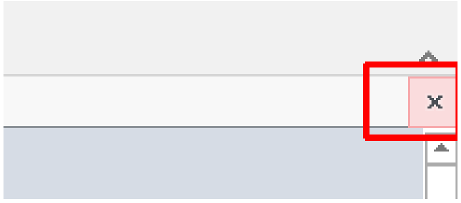
- Press **Enter** once more to move to the next new record and save the record you just completed.

Adding or deleting text in a record using a form

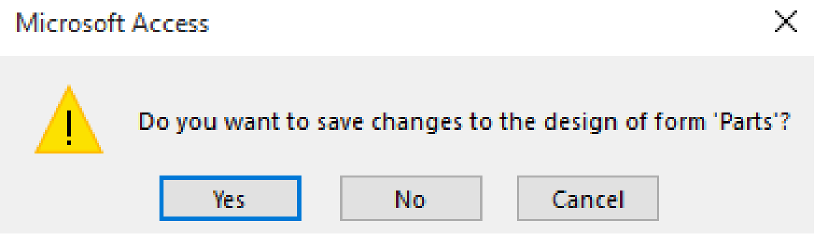
- You can delete any existing data within a record. For instance, delete the **12v 60amp** text. Click on the **Undo** button to restore the deleted text.
- You can easily add to existing text. Change the **Part Name** text from **Alternator** to **Power Alternator**. Click on the **Undo** button to remove the additional text.

Closing forms

- To close a form, click on the **Close** button at the top right of the form window.



You will see a dialog box asking if you want to save your changes. Click on the **Yes** button.



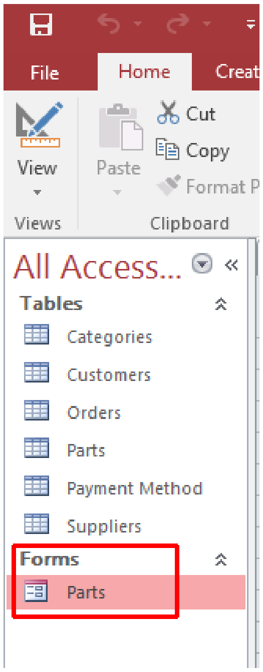
Microsoft Access

Do you want to save changes to the design of form 'Parts'?

Yes
No
Cancel

Opening forms

- To open a form, locate and double click on the form name in the Navigation Pane.

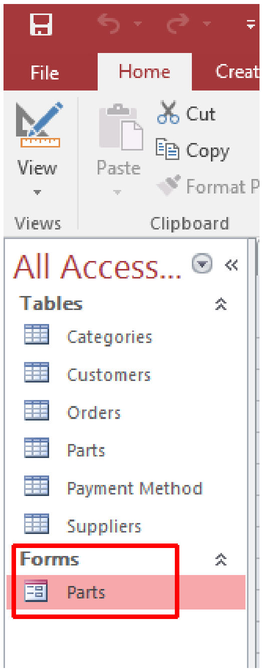


File
Home
Creat
View
Paste
Cut
Copy
Format P
Views
Clipboard
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts

Deleting a form

- If you opened the form, close it now. Deleting a form is similar to deleting a table or any other object in the database. Before an object in this case a form can be deleted, the object must be closed.

- Locate the form in the Navigation Pane.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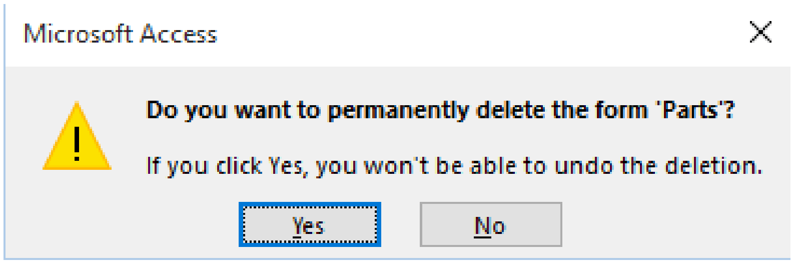
Format P
Clipboard
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts

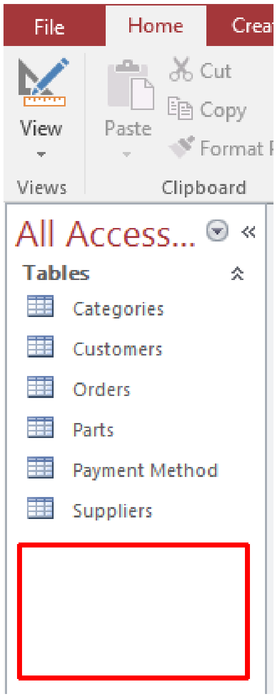
- Click once to highlight the **Parts** form name and then press the **Del** key. Access displays a warning dialog box, requesting confirmation of deletion.


Microsoft Access

Do you want to permanently delete the form 'Parts'?

If you click Yes, you won't be able to undo the deletion.

- Click on the **Yes** button to confirm deletion. You will no longer see the form, as illustrated below.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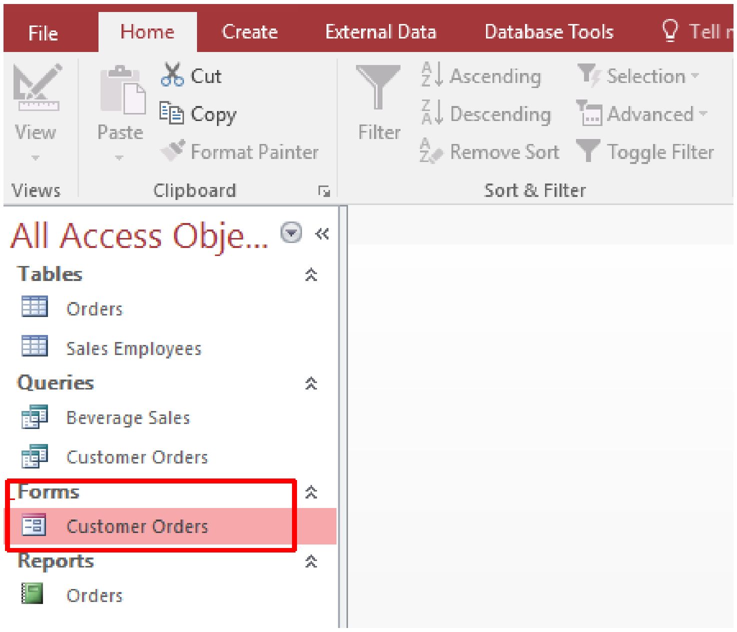
Clipboard
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers

- Close the Access program.

Filtering a form

- Start the Access program.
- Open a database called **Filtering Forms**.
- Open the **Customer Orders** form (by double clicking on it).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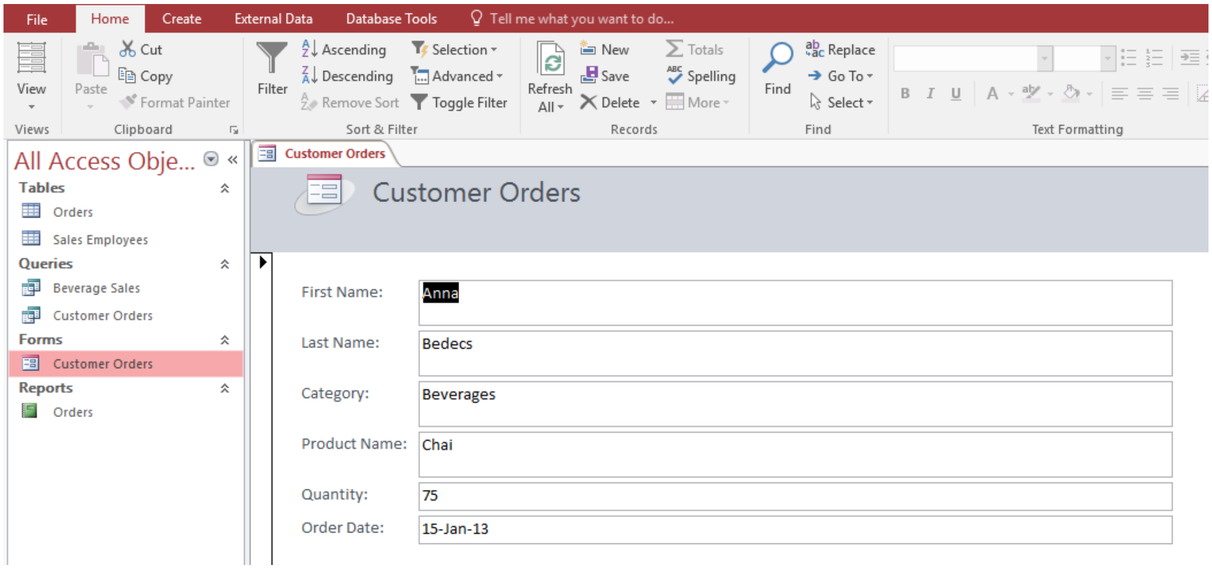
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Views
Clipboard
Sort & Filter
All Access Obje...
Tables
Orders
Sales Employees
Queries
Beverage Sales
Customer Orders
Forms
Customer Orders
Reports
Orders

- Your screen will look like this.


File
Home
Create
External Data
Database Tools
Tell me what you want to do...
View
Paste
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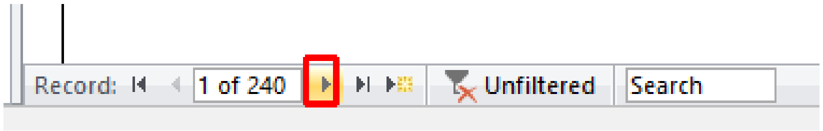
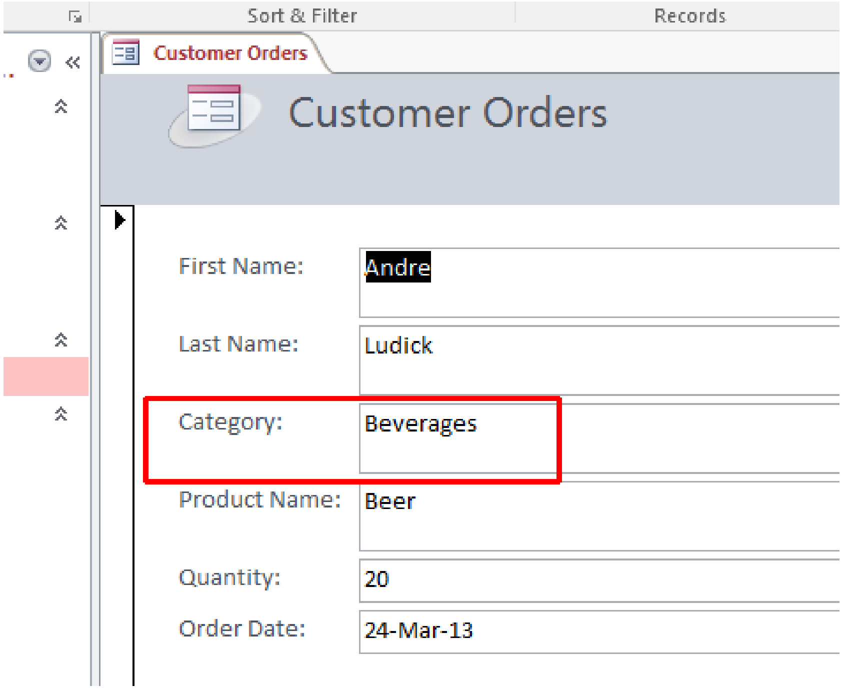
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
New
Save
Delete
Totals
Spelling
More
Find
Replace
Go To
Select
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access Obje...
Tables
Orders
Sales Employees
Queries
Beverage Sales
Customer Orders
Forms
Customer Orders
Reports
Orders
Customer Orders
Customer Orders

First Name:	Anna
Last Name:	Bedecs
Category:	Beverages
Product Name:	Chai
Quantity:	75
Order Date:	15-Jan-13

- If you click on the **Next Record** arrow button (towards the bottom-left) a few times you will see that there are a number of records relating to the **Beverages** category.


Record:
1 of 240
Unfiltered
Search

- Display a record where the **Category**, displays the word **Beverages**.


Sort & Filter
Records
Customer Orders

Customer Orders

First Name: Andre

Last Name: Ludick

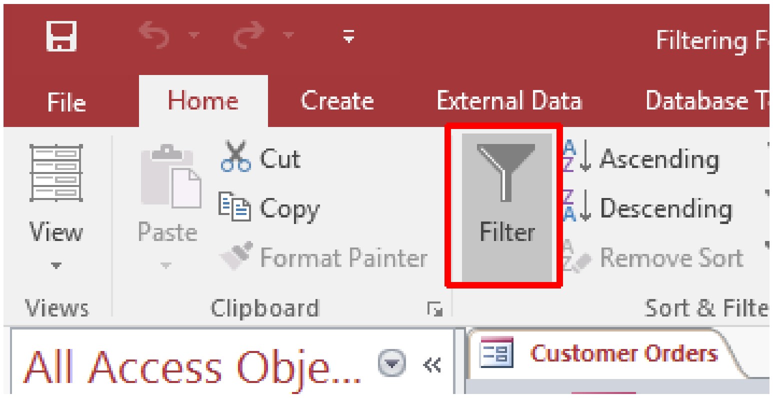
Category: Beverages

Product Name: Beer

Quantity: 20

Order Date: 24-Mar-13

- Click within the **Category** section of the form (i.e. click over the word Beverages).
- Click on the **Home** tab and then click on the **Filter** button within the **Ribbon**.


Filtering F
File
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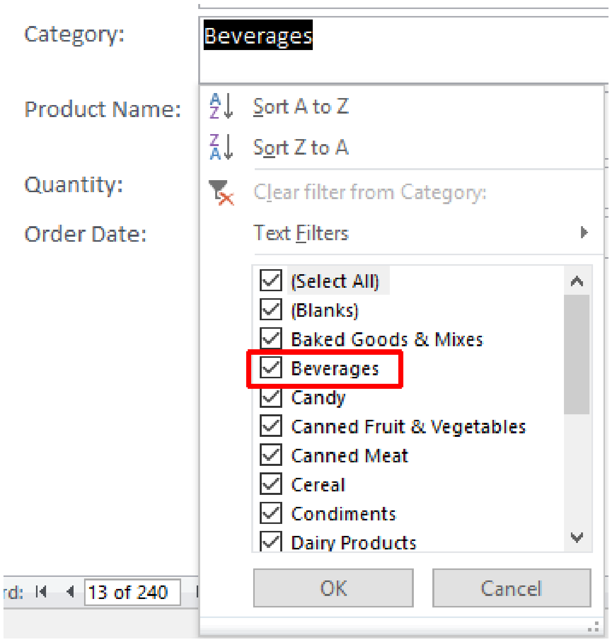
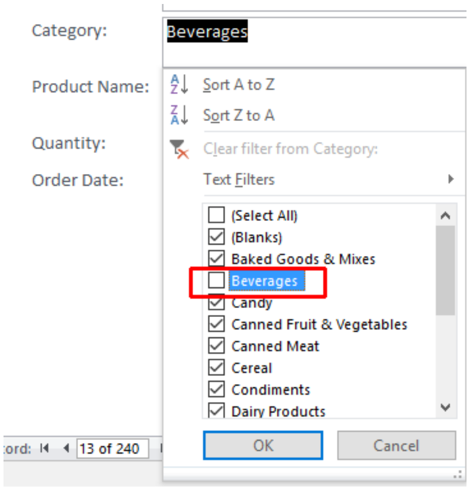
Format Painter
Filter
Ascending
Descending
Remove Sort
Views
Clipboard
Sort & Filte
All Access Obje...
Customer Orders

- This will display the following.


Category:
Beverages
Product Name:
Quantity:
Order Date:
Sort A to Z
Sort Z to A
Clear filter from Category:
Text Filters
☑ (Select All)
☑ (Blanks)
☑ Baked Goods & Mixes
☑ Beverages
☑ Candy
☑ Canned Fruit & Vegetables
☑ Canned Meat
☑ Cereal
☑ Condiments
☑ Dairy Products
OK
Cancel
13 of 240

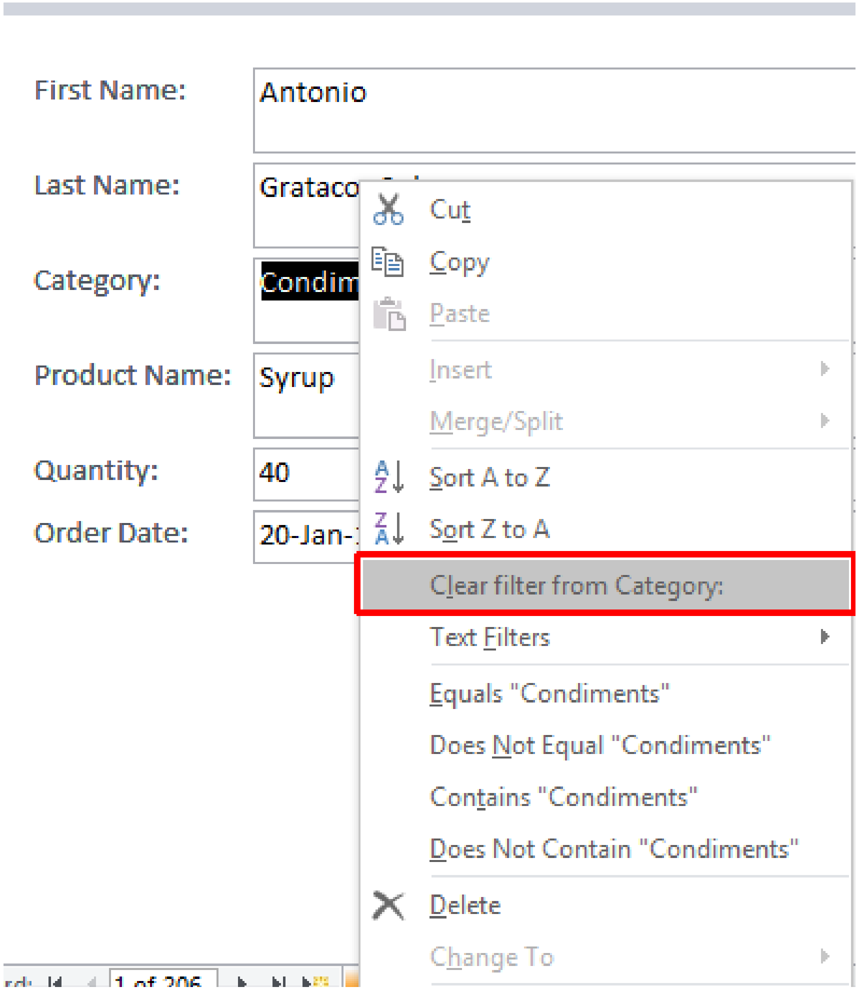
- Click within the **Beverages** check box to remove the tick.


Category:
Beverages
Product Name:
Quantity:
Order Date:
Sort A to Z
Sort Z to A
Clear filter from Category:
Text Filters
☐ (Select All)
☑ (Blanks)
☑ Baked Goods & Mixes
☐ Beverages
☑ Candy
☑ Canned Fruit & Vegetables
☑ Canned Meat
☑ Cereal
☑ Condiments
☑ Dairy Products
OK
Cancel
13 of 240

- Click on the **OK** button. If you now click on the **Next Record** button a few times you will not see any items relating to the **Beverages** category, as you have filtered the form not to show them.

Removing a filter from a form

- Right click over the **Category** box (i.e. over **Condiments** in the example shown below).
- From the popup menu displayed, select the **Clear filter from Category** command.



First Name: Antonio

Last Name: Grataco

Category: Condim

Product Name: Syrup

Quantity: 40

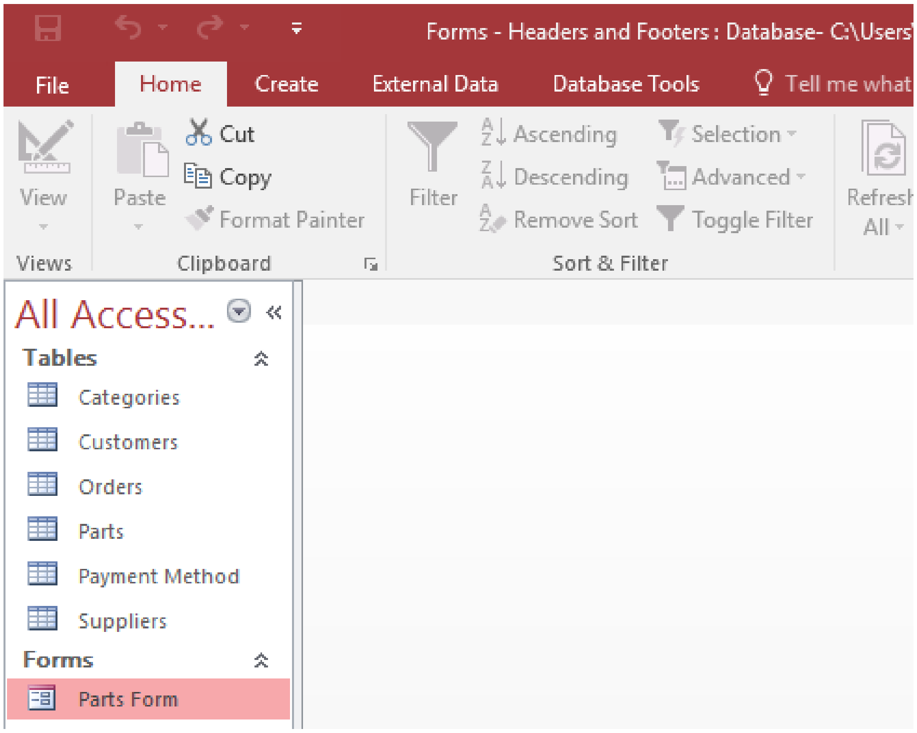
Order Date: 20-Jan-

Cut
Copy
Paste
Insert
Merge/Split
Sort A to Z
Sort Z to A
Clear filter from Category:
Text Filters
Equals "Condiments"
Does Not Equal "Condiments"
Contains "Condiments"
Does Not Contain "Condiments"
Delete
Change To
1 of 206

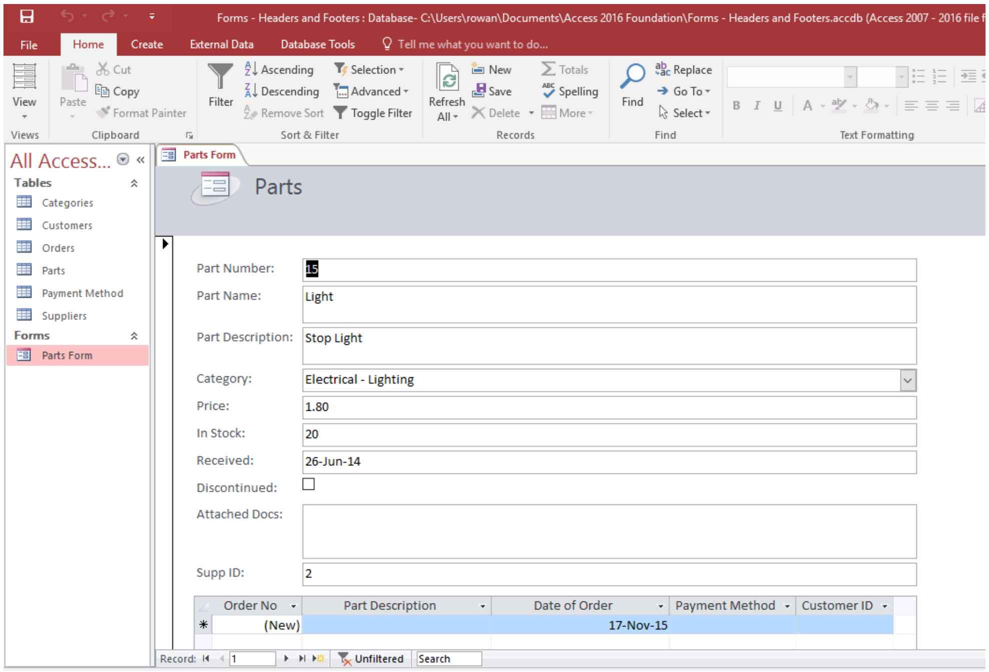
- The **Beverages** category will now be displayed again.
- Save your changes and close Access.

Inserting and modifying a form header

- Start the Access program.
- Open a database called **Forms - Headers and Footers**. You will see the following.


Forms - Headers and Footers : Database- C:\Users\
File
Home
Create
External Data
Database Tools
Tell me what
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Refresh All
Views
Clipboard
Sort & Filter
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form

- Double click on the **Parts Form** to open it. Your screen will now look like this.


Forms - Headers and Footers : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Forms - Headers and Footers.accdb (Access 2007 - 2016 file f
File
Home
Create
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Database Tools
Tell me what you want to do...
View
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Format Painter
Filter
Ascending
Descending
Remove Sort
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Advanced
Toggle Filter
Refresh All
New
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Totals
Spelling
More
Find
Replace
Go To
Select
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Parts Form
Parts

Part Number: 15

Part Name: Light

Part Description: Stop Light

Category: Electrical - Lighting

Price: 1.80

In Stock: 20

Received: 26-Jun-14

Discontinued: ☐

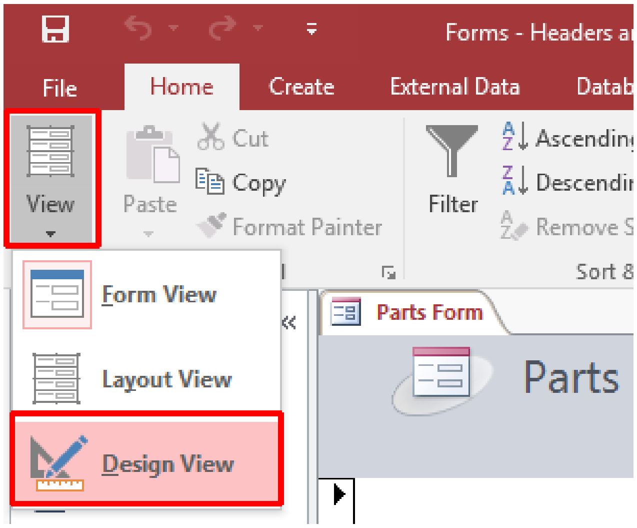
Attached Docs:

Supp ID: 2

	Order No	Part Description	Date of Order	Payment Method	Customer ID
*	(New)		17-Nov-15		

Record: 1 Unfiltered Search

- Switch to **Design View**. To do this, click on the **Home** tab and then click on the **down arrow** under (or next to) the **View** button.
- From the drop down list displayed, select **Design View**.


Forms - Headers a
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Format Painter
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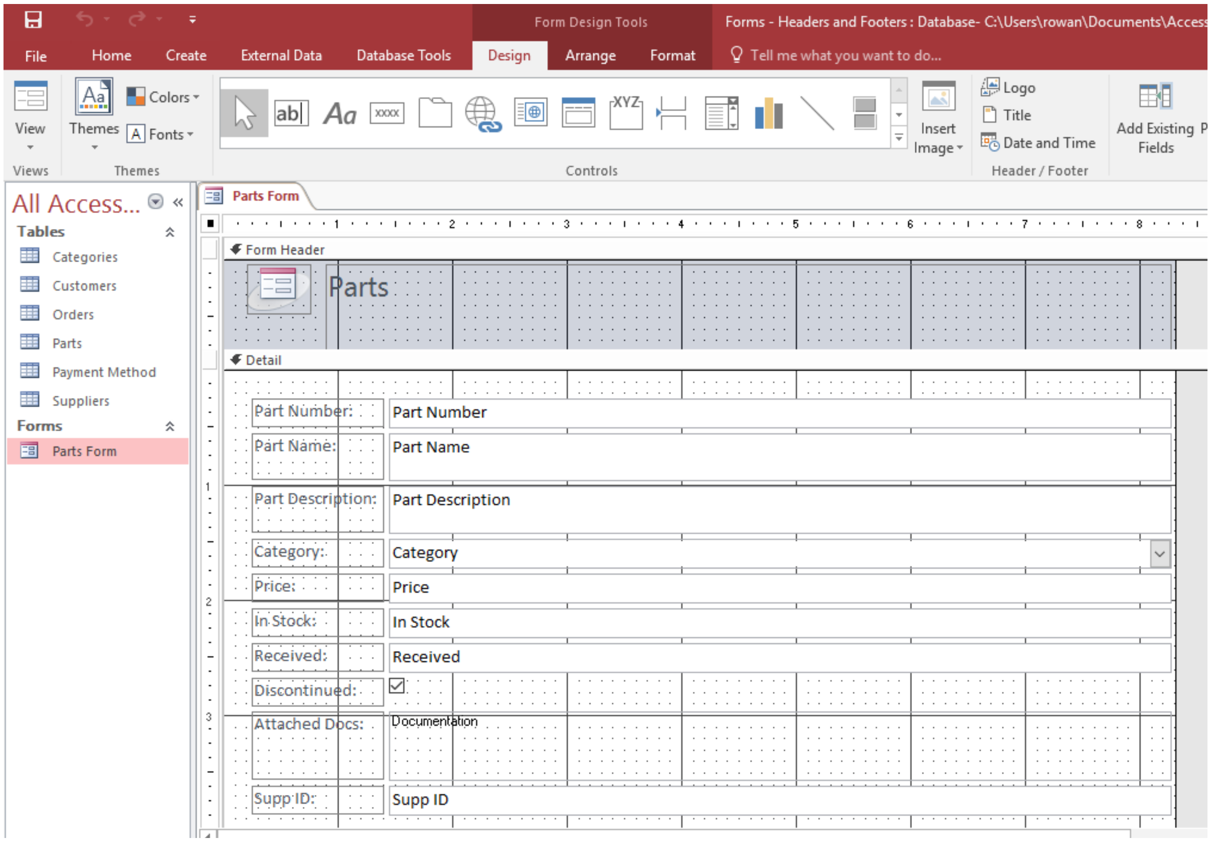
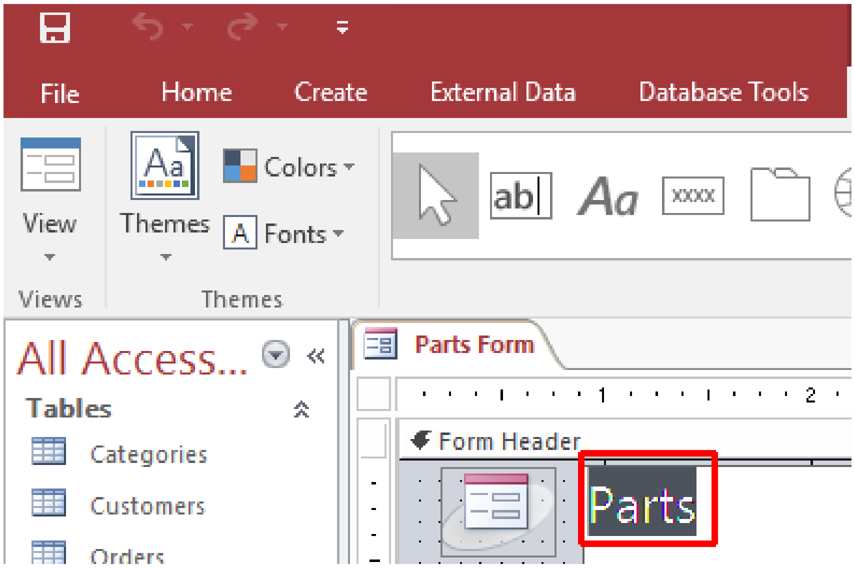
Remove S
Sort &
Form View
Layout View
Design View
Parts Form
Parts

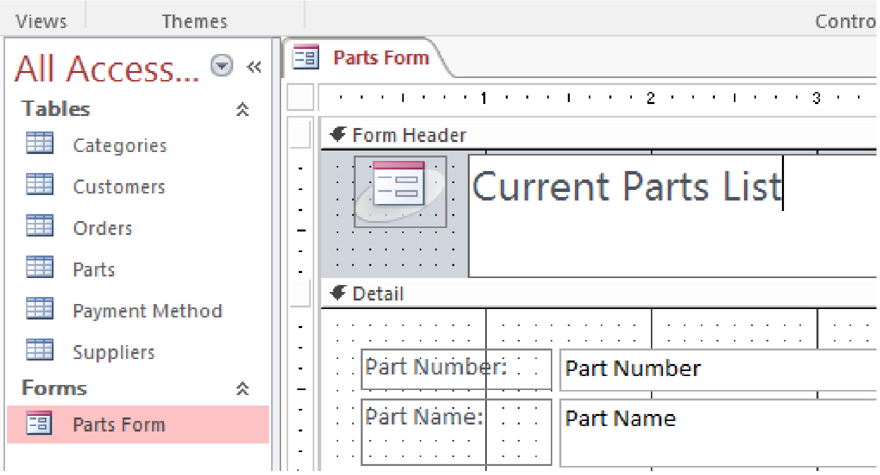
- Your screen will now look like this. Notice there is a '**Form Header**' section at the top of the form.


Form Design Tools
Forms - Headers and Footers : Database- C:\Users\rowan\Documents\Access
File
Home
Create
External Data
Database Tools
Design
Arrange
Format
Tell me what you want to do...
View
Themes
Colors
Fonts
Views
Themes
Controls
Insert Image
Logo
Title
Date and Time
Header / Footer
Add Existing Fields
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Parts Form
Form Header
Parts
Detail
Part Number:
Part Number
Part Name:
Part Name
Part Description:
Part Description
Category:
Category
Price:
Price
In Stock:
In Stock
Received:
Received
Discontinued:
Attached Docs:
Documentation
Supp ID:
Supp ID

- Double click on the existing form header called '**Parts**' to select it, as illustrated.


File
Home
Create
External Data
Database Tools
View
Themes
Colors
Fonts
Views
Themes
All Access...
Tables
Categories
Customers
Orders
Parts Form
Form Header
Parts

- Enter a new header, in this case **Current Parts List**, as illustrated below.


Views
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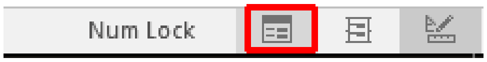
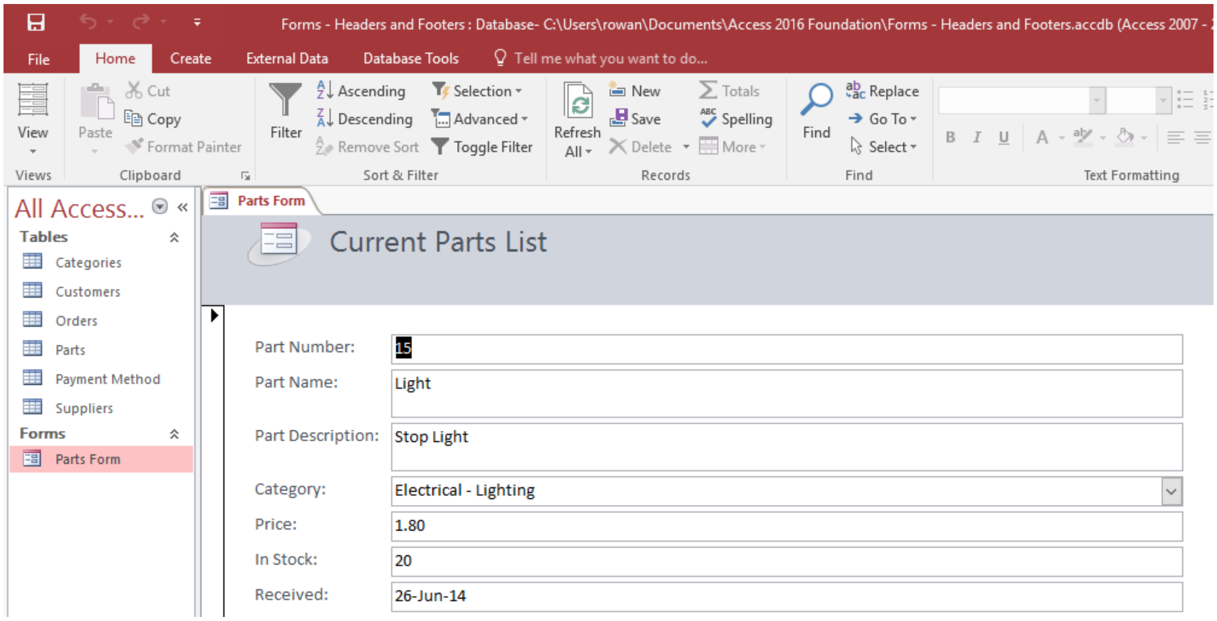
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Parts Form
Form Header
Current Parts List
Detail
Part Number:
Part Number
Part Name:
Part Name

- Switch back to **Form View**.



- You will see the following.


Forms - Headers and Footers : Database- C:\Users\rowan\Documents\Access 2016 Foundation\Forms - Headers and Footers.accdb (Access 2007 -
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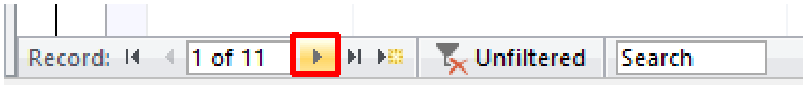
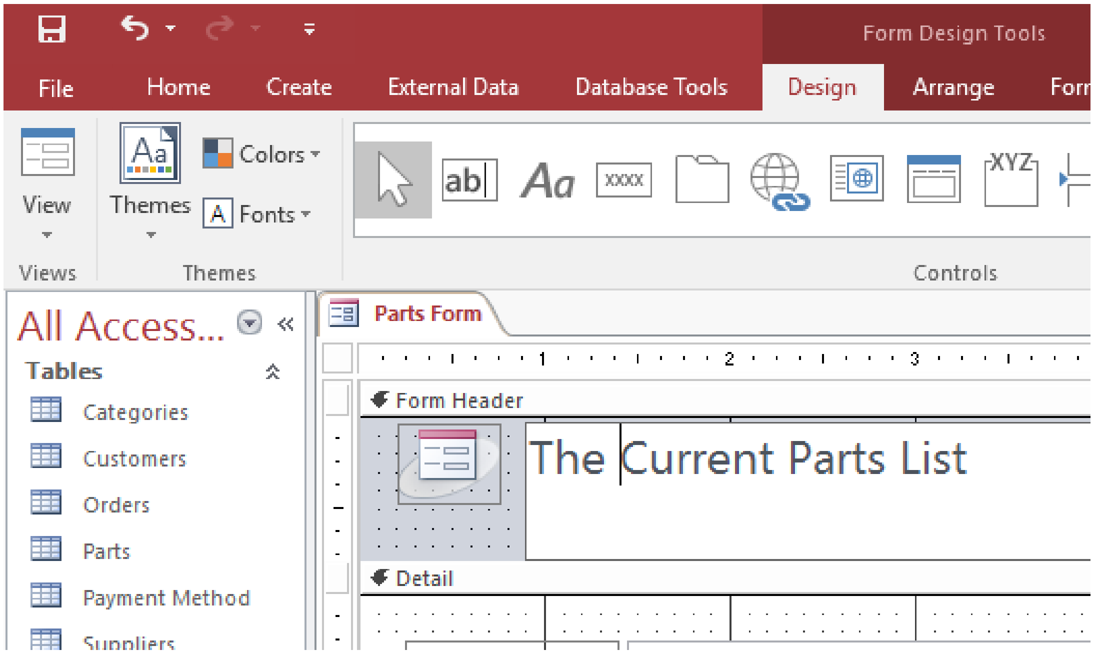
Clipboard
Sort & Filter
Records
Find
Text Formatting
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Parts Form
Current Parts List

Part Number:	15
Part Name:	Light
Part Description:	Stop Light
Category:	Electrical - Lighting
Price:	1.80
In Stock:	20
Received:	26-Jun-14

- If you use the **Next Record** control towards the bottom-left of the screen, you will see that the form header is always displayed.


Record:
1 of 11
Unfiltered
Search

- Switch back to **Design View**.
- Insert the word ‘**The**’ in front of the existing header.


Form Design Tools
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Database Tools
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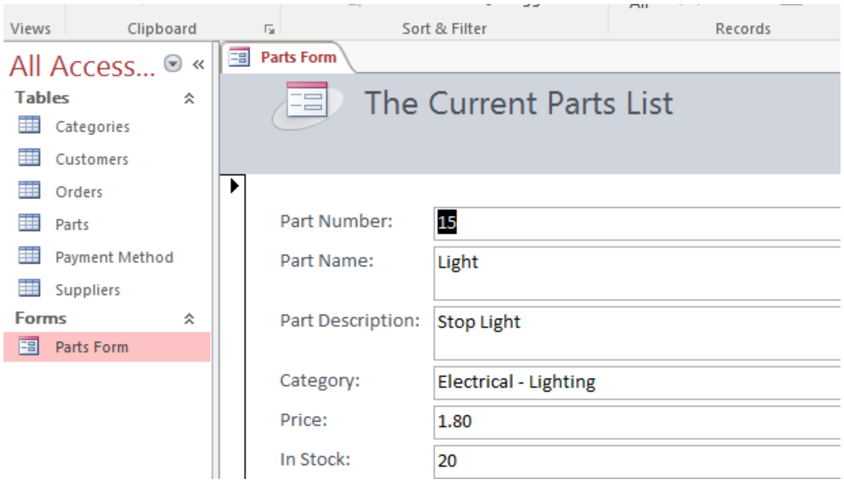
Colors
Fonts
Views
Themes
Controls
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Parts Form
Form Header
The Current Parts List
Detail

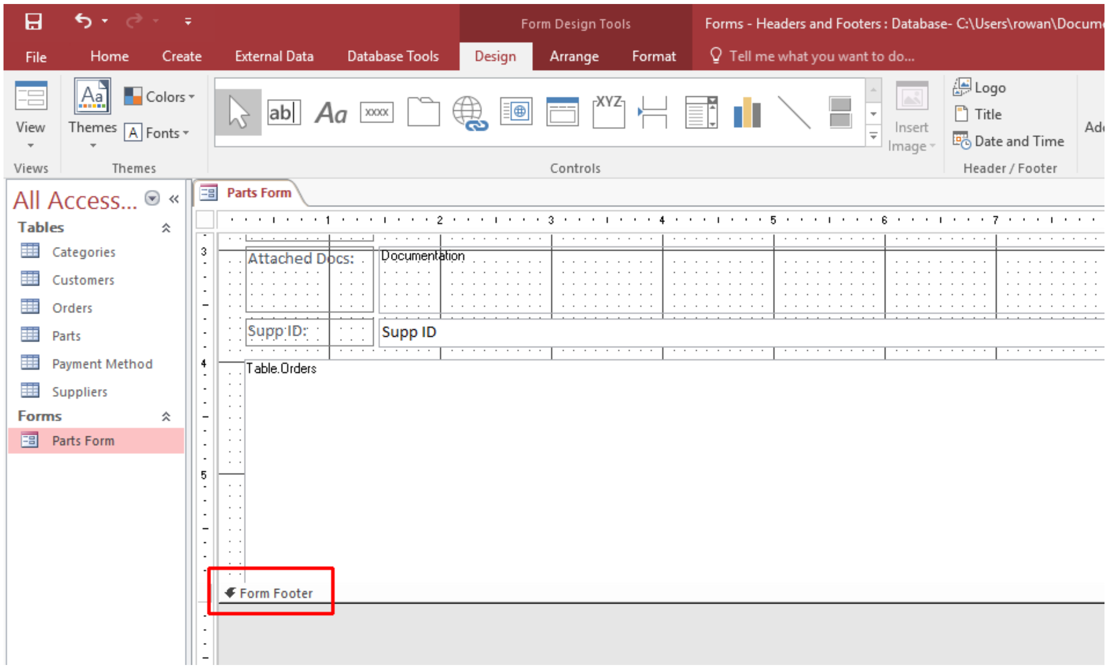
- Switch to **Form View** and you will see the following.


Views
Clipboard
Sort & Filter
Records
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Parts Form
The Current Parts List

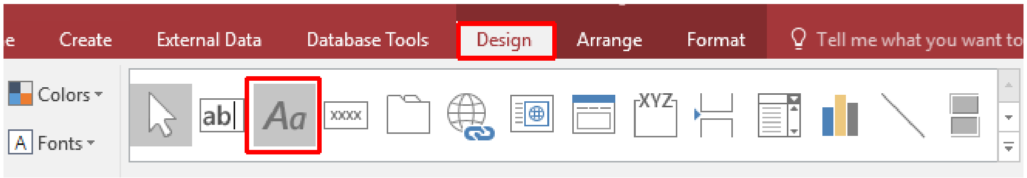
Part Number: 15
Part Name: Light
Part Description: Stop Light
Category: Electrical - Lighting
Price: 1.80
In Stock: 20

Inserting and modifying a form footer

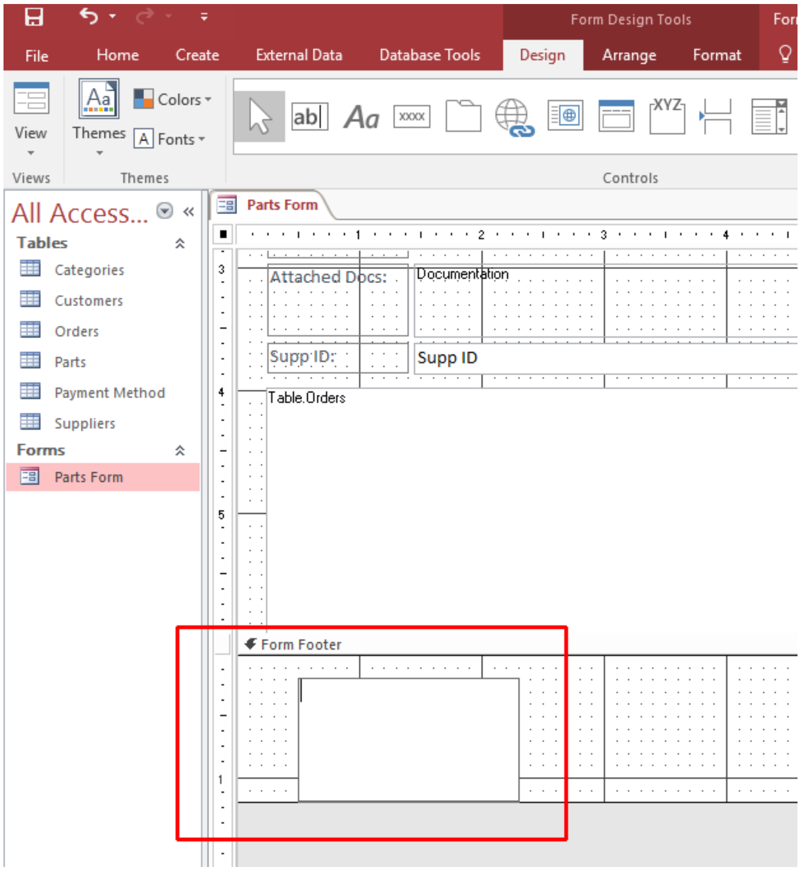
- Switch to Design View. If necessary, scroll down until you see the **Form Footer** area.


Form Design Tools
Forms - Headers and Footers : Database- C:\Users\rowan\Docum
File
Home
Create
External Data
Database Tools
Design
Arrange
Format
Tell me what you want to do...
View
Themes
Colors
Fonts
Insert Image
Logo
Title
Date and Time
Views
Themes
Controls
Header / Footer
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Attached Docs:
Documentation
Supp ID:
Supp ID
Table.Orders
Form Footer

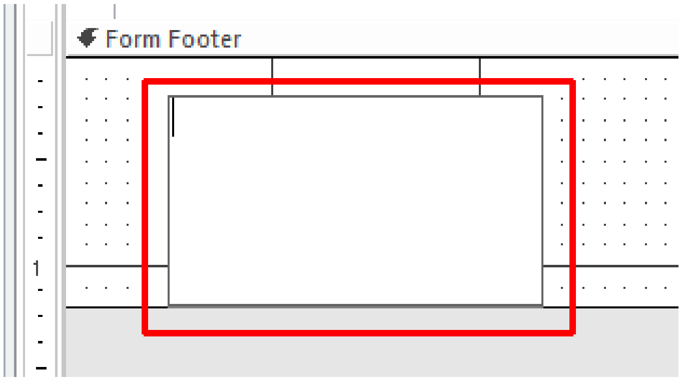
- Click on the **Design** tab and then click on the **Label** button (within the **Controls** group).


Create
External Data
Database Tools
Design
Arrange
Format
Tell me what you want to
Colors
Fonts

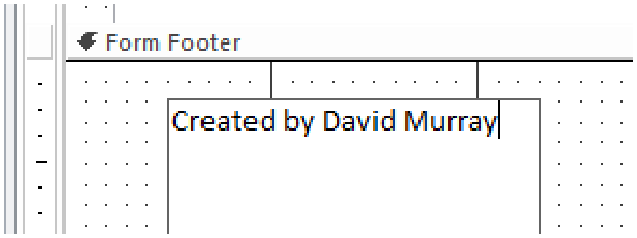
- Move the mouse pointer down to the area under the words ‘**Form Footer**’. Press the mouse button and while keeping it pressed move diagonally to create a text box as illustrated below.


Form Design Tools
File
Home
Create
External Data
Database Tools
Design
Arrange
Format
View
Themes
Colors
Fonts
Views
Controls
All Access...
Tables
Categories
Customers
Orders
Parts
Payment Method
Suppliers
Forms
Parts Form
Attached Docs:
Documentation
Supp ID:
Supp ID
Table.Orders
Form Footer

- Release the mouse button and you will see a text box.


Form Footer

- Type the words **Created by <your name>,** as illustrated below.



Created by David Murray

- Switch to **Form View**. Move between different records to verify that the form footer is visible for different records.

  NOTE: If you wanted to modify the form footer, you would use the same technique used for modifying form headers.

- Save your changes and close the database.
- Close the Access program.

PowerPoint 2016 Foundation

PowerPoint 2016
Foundation

TUTOR SETUP INFORMATION 7

SAMPLE FILES FOR THIS COURSE 8

USING POWERPOINT 2016 9

STARTING POWERPOINT 2016 (USING WINDOWS 7) AND CREATING A BLANK PRESENTATION 9
OPENING A PRESENTATION 12
NAVIGATING BETWEEN SLIDES 15
USING THE ZOOM TOOL 16
CHANGING BETWEEN POWERPOINT VIEWS 16
USING HELP 19
SEARCHING FOR HELP 21
TELL ME 23
SAVING A PRESENTATION 25
CLOSING A PRESENTATION 26
CLOSING POWERPOINT 27
OPENING MULTIPLE PRESENTATIONS 27
SWITCHING BETWEEN MULTIPLE PRESENTATIONS 27

CREATING A POWERPOINT 2016 PRESENTATION 29

CREATING A NEW PRESENTATION 29
INSERTING NEW SLIDES INTO A PRESENTATION 32
RECOMMENDED TECHNIQUES WHEN CREATING SLIDE CONTENT 36
UNDO AND REPEAT 36
SAVING A PRESENTATION 37
SAVING A PRESENTATION USING A DIFFERENT NAME 40

MANIPULATING SLIDES WITHIN POWERPOINT 43

INSERTING SLIDES WITH A PARTICULAR SLIDE LAYOUT 43
MODIFYING THE SLIDE LAYOUT 47
CHANGING THE BACKGROUND COLOR ON THE ACTIVE SLIDE 49
CHANGING BACKGROUND COLOR ON ALL THE SLIDES WITHIN A PRESENTATION 52

POWERPOINT 2016 DESIGN THEMES 55

APPLYING A THEME TO A PRESENTATION 55
MODIFYING THE THEME COLORS 57
MODIFYING THE THEME FONTS 59

TEXT BOXES (PLACEHOLDERS) 61

EDITING TEXT BOXES (PLACEHOLDERS) 61
RESIZING A TEXT BOX (PLACEHOLDER) 62
MOVING A TEXT BOX (PLACEHOLDER) 63

MANIPULATING TEXT IN POWERPOINT 2016 65

SELECTING TEXT 65
MOVING TEXT WITHIN A SLIDE 66
MOVING TEXT BETWEEN SLIDES WITHIN A PRESENTATION OR BETWEEN PRESENTATIONS 67
COPYING TEXT WITHIN A SLIDE 67
COPYING TEXT BETWEEN SLIDES WITHIN A PRESENTATION OR BETWEEN PRESENTATIONS 68
DELETING TEXT 68
USING FIND 68
USING REPLACE 69

FONT FORMATTING WITHIN POWERPOINT 71

FONT FORMATTING OPTIONS 71
CHANGING THE FONT TYPE 72
CHANGING FONT SIZE 73
INCREASING OR DECREASING THE FONT SIZE 74
BOLD, ITALIC OR UNDERLINE FORMATTING 75
STRIKETHROUGH EFFECTS 75
SHADOW EFFECTS 75
CHARACTER SPACING 76
CHANGING CASE 77
FONT COLOR 78
CLEARING ALL TEXT FORMATTING 79

PARAGRAPH FORMATTING WITHIN POWERPOINT 2016 80

TEXT ALIGNMENT 80
COLUMNS 81
MODIFYING BULLET POINT FORMATTING 83
USING NUMBERING INSTEAD OF BULLET POINTS 84
CHANGING THE LIST LEVEL 86
INDENTING BULLETED TEXT 87
LINE SPACING VS. PARAGRAPH SPACING 90
LINE SPACING 91
PARAGRAPH SPACING 92
USING OUTLINE VIEW 94
POWERPOINT PRESENTER NOTES 96
TEXT DIRECTION 97
TEXT ALIGNMENT WITHIN A TEXT BOX (PLACEHOLDER) 99
TEXT AUTOFIT 101
USING THE FORMAT PAINTER 105

TABLES AND POWERPOINT 2016 107

TABLE SELECTION TECHNIQUES 107
COLUMN SELECTION 107
ROW SELECTION 108
ENTIRE TABLE SELECTION 109
CREATING A TABLE 109
APPLYING A STYLE TO A TABLE 111
CELL BACKGROUND SHADING 113
APPLYING TABLE EFFECTS 114
ADDING 'QUICK STYLES' TO SELECTED TEXT 116
APPLYING BORDERS TO CELLS 118
DELETING A COLUMN 119
DELETING A ROW 119
INSERTING ROWS OR COLUMNS 119
MODIFYING COLUMN WIDTH AND ROW HEIGHT 120
DISTRIBUTING ROWS AND COLUMNS 121

POWERPOINT 2016 & ILLUSTRATIONS 123

SELECTING AN ILLUSTRATION 123
SELECTING MULTIPLE ILLUSTRATIONS 123
MOVING AN ILLUSTRATION 124
COPYING AN ILLUSTRATION 124

DELETING AN ILLUSTRATION 125
RESIZING AN ILLUSTRATION 125
STRETCHING AN ILLUSTRATION 125
COPYING ILLUSTRATIONS BETWEEN PRESENTATIONS 126
MOVING ILLUSTRATIONS BETWEEN PRESENTATIONS 126
INSERTING ILLUSTRATIONS WITHIN POWERPOINT 127
INSERTING A PICTURE FROM YOUR HARD DISK 127
INSERTING AN ONLINE PICTURE 129
INSERTING SHAPES 132
INSERTING TEXT INTO A SHAPE 134
INSERTING PERFECT CIRCLES OR PERFECT SQUARES 136
INSERTING A LINE 137
INSERTING A FREE DRAWN LINE 138
INSERTING AN ARROW 139
INSERTING A TEXT BOX 139
INSERTING SMARTART 140

MANIPULATING GRAPHIC OBJECTS WITHIN POWERPOINT 2016 144

FORMATTING THE SHAPE BACKGROUND FILL COLOR STYLE 144
APPLYING A SHADOW TO AN ILLUSTRATION 146
MODIFYING ARROW LINE SHAPES AND SIZE 149
ROTATING OR FLIPPING AN ILLUSTRATION 150
ROTATING ILLUSTRATIONS BY DRAGGING WITH THE MOUSE 151
LAYERING ILLUSTRATIONS TO THE FRONT OR BACK 152
ALIGNING GRAPHICS RELATIVE TO EACH OTHER OR RELATIVE TO THE SLIDE 155
ALIGNING SHAPES RELATIVE TO THE LEFT OF A SLIDE 156
ALIGNING SHAPES RELATIVE TO THE CENTER OF A SLIDE 159
ALIGNING SHAPES RELATIVE TO THE RIGHT OF A SLIDE 160
ALIGNING SHAPES RELATIVE TO THE TOP OF A SLIDE 161
ALIGNING SHAPES RELATIVE TO THE BOTTOM OF A SLIDE 163
GROUPING AND UNGROUPING OBJECTS 164

CHARTS IN POWERPOINT 2016 167

INSERTING CHARTS AND EDITING THE CHART DATA 167
CHANGING THE CHART TYPE 170
CHANGING THE BACKGROUND COLOR IN THE CHART 174
CHANGING THE COLUMN, BAR, LINE OR PIE SLICE COLORS IN THE CHART 178
CHART TITLE MANIPULATION 181
ADDING DATA LABELS TO A CHART 184

MANIPULATING SLIDES WITHIN POWERPOINT 2016 188

MOVING SLIDES WITHIN A PRESENTATION OR BETWEEN PRESENTATIONS 188
COPYING SLIDES WITHIN A PRESENTATION 188
DELETING A SLIDE OR SLIDES 189
COPYING SLIDES BETWEEN PRESENTATIONS 189
MOVING SLIDES BETWEEN PRESENTATIONS 189

POWERPOINT 2016 SLIDE MASTERS 191

WHAT IS A SLIDE MASTER? 191
INSERTING A PICTURE (CLIPART) INTO A MASTER SLIDE 191
REMOVING A PICTURE OR SHAPE FROM A MASTER SLIDE 199

HEADERS, FOOTERS AND SLIDE NUMBERING 201

CREATING A FOOTER 201
AUTOMATIC SLIDE NUMBERING..202
INSERTING DATES INTO THE FOOTER 203

POWERPOINT 2016 SLIDE SHOWS 206

RUNNING A SLIDE SHOW 206
ADDING SLIDE SHOW TRANSITION EFFECTS 206
REMOVING TRANSITION EFFECTS 208
ADDING SLIDE SHOW ANIMATION EFFECTS..209
MODIFYING SLIDE SHOW ANIMATION EFFECTS 216
REMOVING ANIMATION EFFECTS 217
HIDING SLIDES 219
DISPLAYING HIDDEN SLIDES WITHIN A SLIDE SHOW 220

POWERPOINT VIDEO CREATION..221

CONVERTING A POWERPOINT PRESENTATION INTO A VIDEO 221

PRINTING AND PROOFING IN POWERPOINT 2016 224

SPELL-CHECKING A PRESENTATION 224
USING PORTRAIT OR LANDSCAPE SLIDE ORIENTATION 224
SWITCHING BETWEEN STANDARD AND WIDESCREEN FORMATS 227
SELECTING YOUR OUTPUT FORMAT 228
VISUALLY INSPECT EACH SLIDE BEFORE PRINTING 230
PRINTING OPTIONS 230
SETTING THE NUMBER OF COPIES TO PRINT 231
SELECTING A DIFFERENT PRINTER 232
PRINTING SELECTED SLIDES..232
SETTING THE NUMBER OF SLIDES PER PAGE TO BE PRINTED 233
SINGLE OR DOUBLE SIDED (DUPLEX) PRINTING..234
TO PRINT A PRESENTATION 235

Tutor Setup Information

- Copy the sample files folder, **PowerPoint 2016 Foundation** to the **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

Sample files for this Course

- During this course you will need to open samples files.

  These are stored under the **Documents** folder in a sub-folder called:

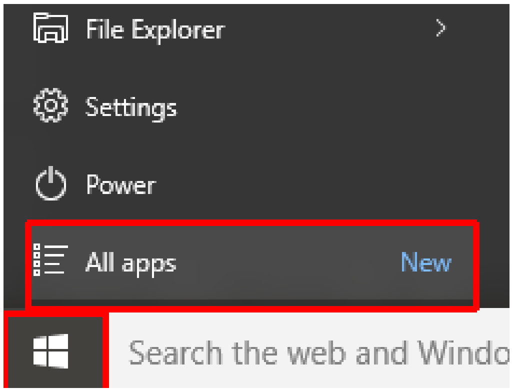
  PowerPoint 2016 Foundation.

  If you create any new files, unless otherwise instructed, you should also save the files in this folder.

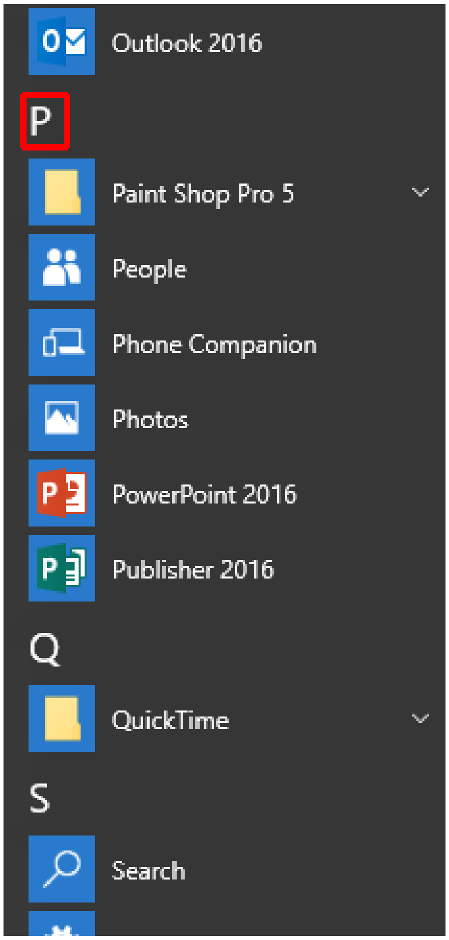
Using PowerPoint 2016

Starting PowerPoint 2016 (using Windows 7) and creating a blank presentation

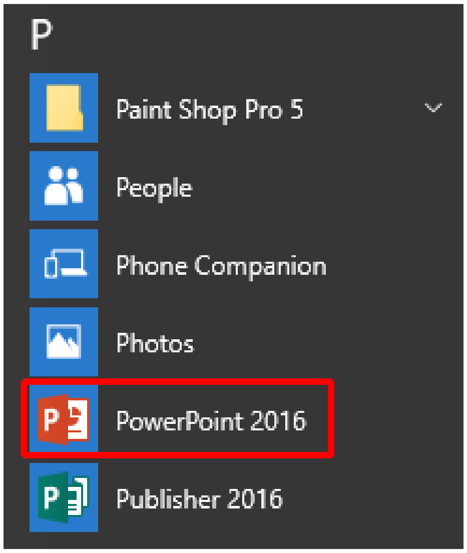
- Click on the **Start** button (bottom-left of your screen). From the popup menu displayed click on **All Apps**.


File Explorer
Settings
Power
All apps
New
Search the web and Windo

- Scroll down to the letter “P”.

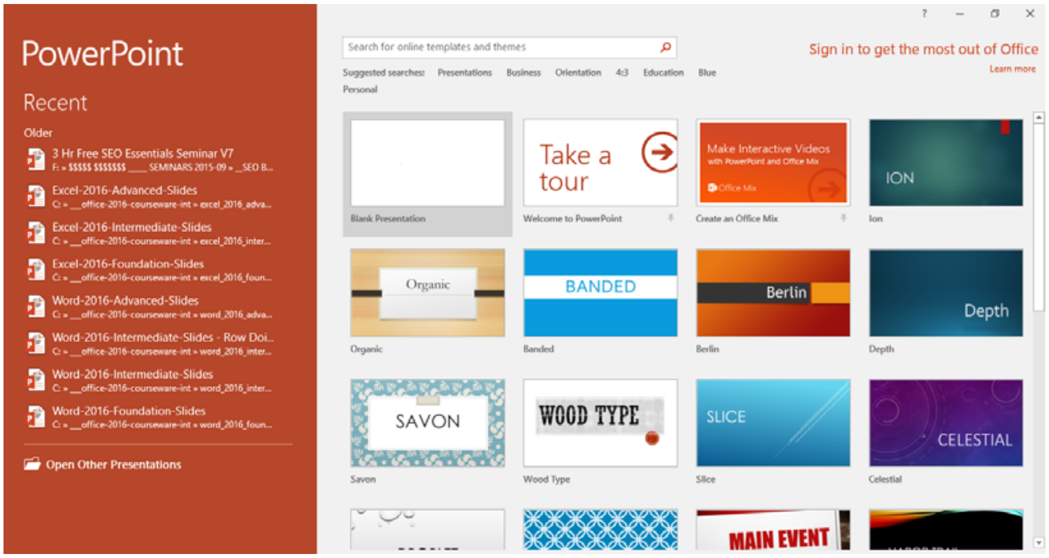

Outlook 2016
P
Paint Shop Pro 5
People
Phone Companion
Photos
PowerPoint 2016
Publisher 2016
Q
QuickTime
S
Search

- Finally click on **PowerPoint 2016**.

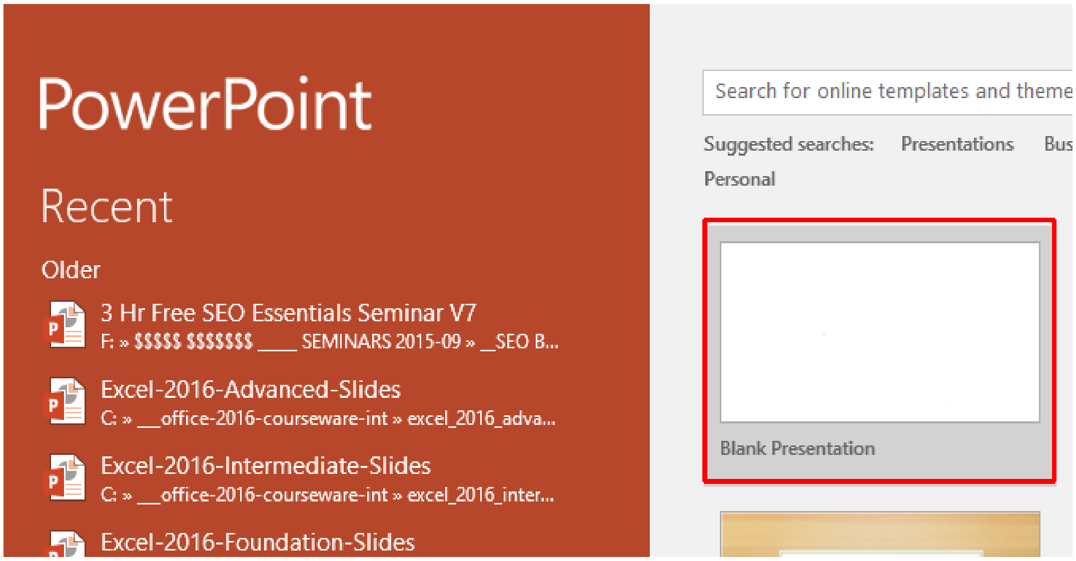

P
Paint Shop Pro 5
People
Phone Companion
Photos
PowerPoint 2016
Publisher 2016

NOTE: The location of the PowerPoint option may vary slightly from one computer to another, but with a little searching around you should be able to find it!

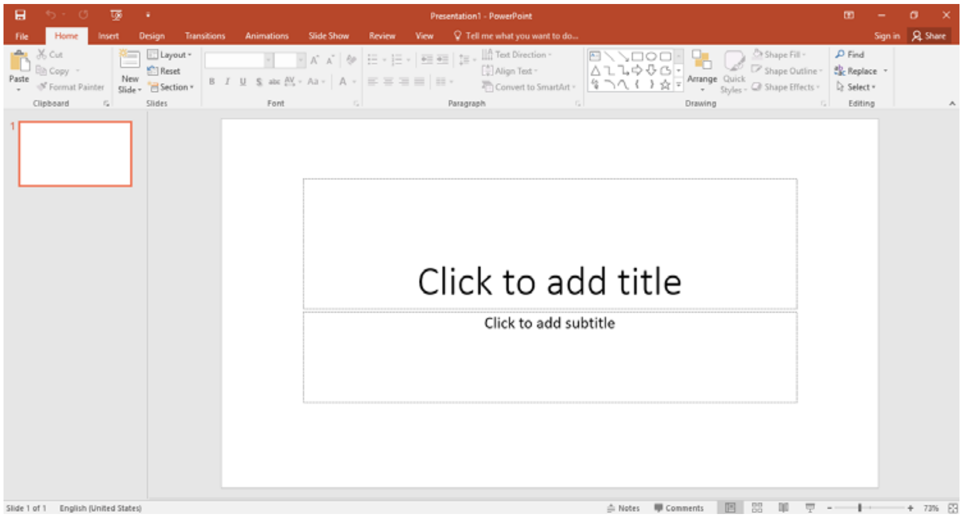
- Clicking on the **PowerPoint** option will load the PowerPoint program from your hard disk into your computer memory (RAM – Random Access Memory). Your screen will look something like this.


PowerPoint
Recent
Older
3 Hr Free SEO Essentials Seminar V7
Excel-2016-Advanced-Slides
Excel-2016-Intermediate-Slides
Excel-2016-Foundation-Slides
Word-2016-Advanced-Slides
Word-2016-Intermediate-Slides - Row Doi...
Word-2016-Intermediate-Slides
Word-2016-Foundation-Slides
Open Other Presentations
Search for online templates and themes
Suggested searches: Presentations Business Orientation 4:3 Education Blue
Personal
Sign in to get the most out of Office
Learn more
Blank Presentation
Take a tour
Welcome to PowerPoint
Make Interactive Videos with PowerPoint and Office Mix
Create an Office Mix
ION
Ion
Organic
BANDED
Banded
Berlin
Depth
SAVON
Savon
WOOD TYPE
Wood Type
SLICE
Slice
CELESTIAL
Celestial
MAIN EVENT

- To create a new blank presentation, click on the **Blank Presentation** thumbnail.

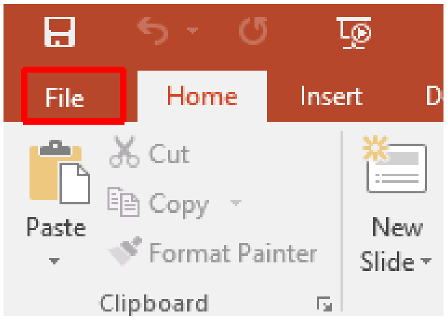

PowerPoint
Recent
Older
3 Hr Free SEO Essentials Seminar V7
F: » $$$$$ $$$$$$$ ____ SEMINARS 2015-09 » _SEO B...
Excel-2016-Advanced-Slides
C: » __office-2016-courseware-int » excel_2016_adva...
Excel-2016-Intermediate-Slides
C: » __office-2016-courseware-int » excel_2016_inter...
Excel-2016-Foundation-Slides
Search for online templates and theme
Suggested searches: Presentations Bus
Personal
Blank Presentation

- Your screen will now look like this.

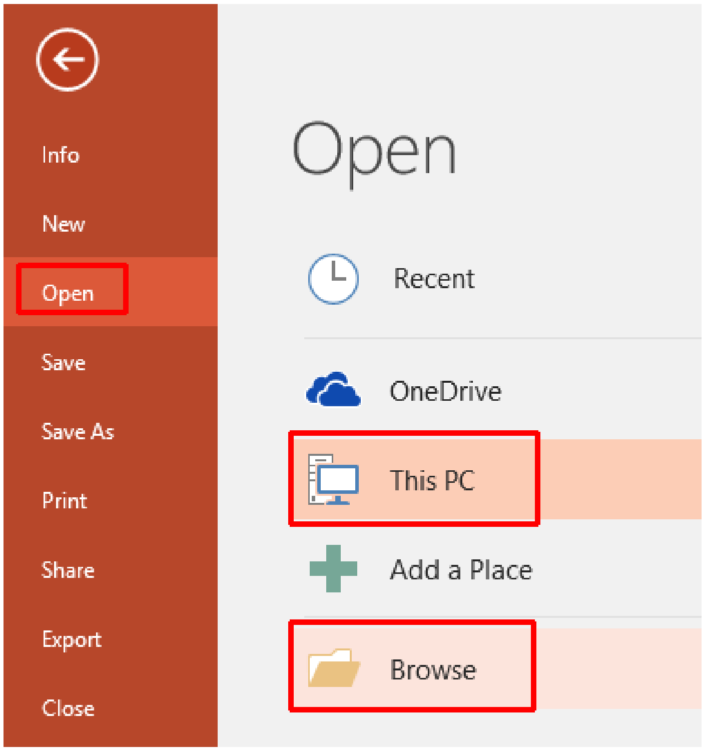

Presentation1 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Click to add title
Click to add subtitle
Slide 1 of 1
English (United States)
Notes
Comments

Opening a presentation

- To open a file, click on the **File Tab** (top-left of your screen).

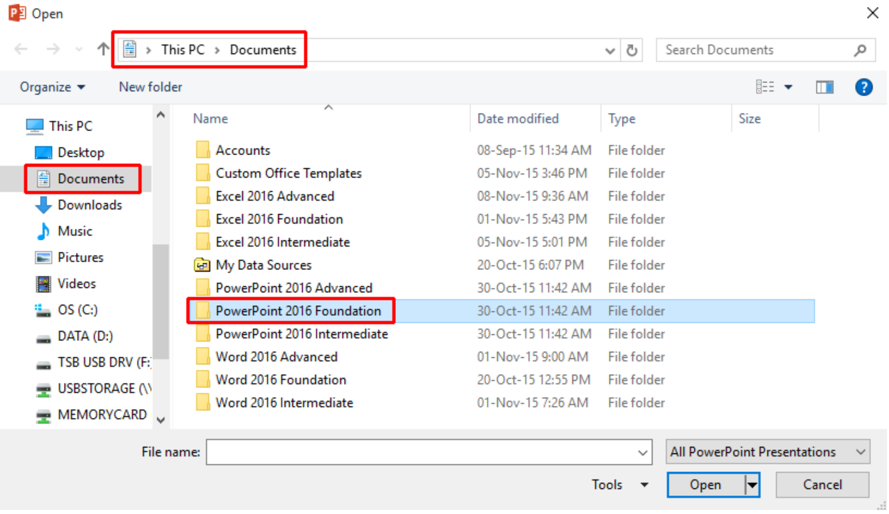

File
Home
Insert
D
Cut
Copy
Format Painter
Paste
Clipboard
New Slide

- From the drop down list displayed, select the **Open** command.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Open
Recent
OneDrive
This PC
Add a Place
Browse

TIP: A shortcut to open a file is **Ctrl+O**.

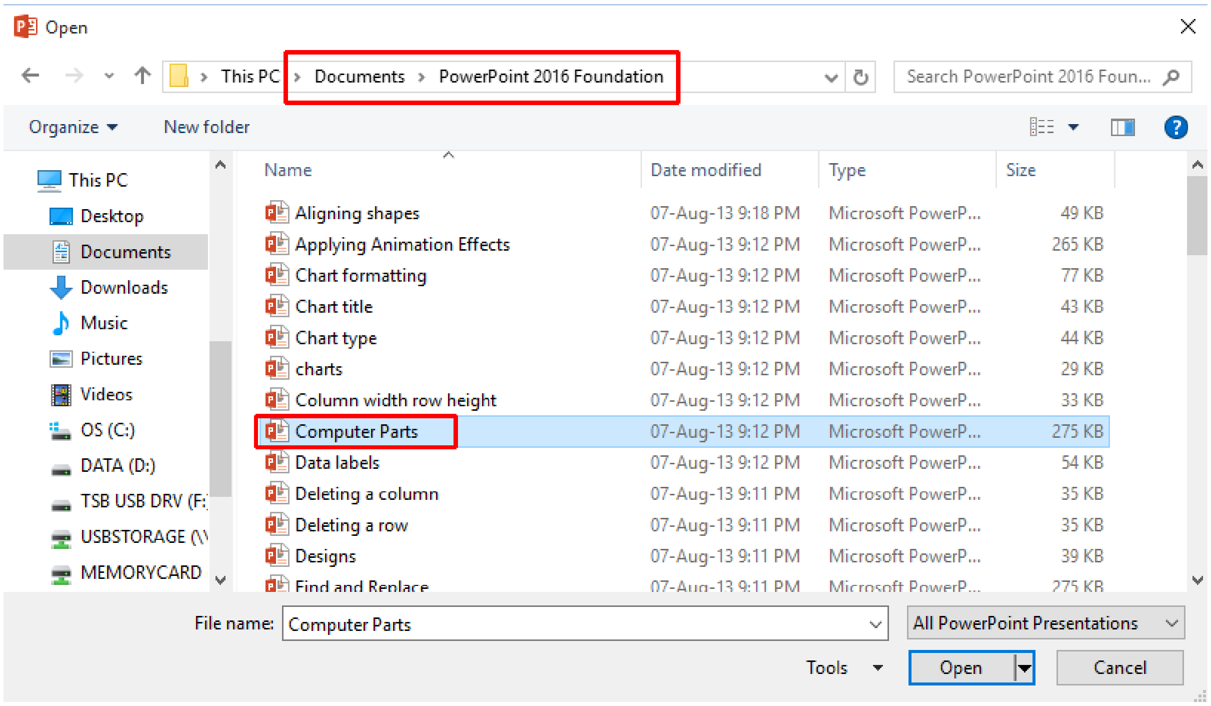
- Click on **This PC** and then click on the **Browse** button. You will see the **Open** dialog box displayed. Normally it will display the contents of a folder called **Documents** or **My Documents**.


Open
This PC > Documents
Search Documents
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
MEMORYCARD
File name:
All PowerPoint Presentations
Tools
Open
Cancel

Name	Date modified	Type	Size
Accounts	08-Sep-15 11:34 AM	File folder	
Custom Office Templates	05-Nov-15 3:46 PM	File folder	
Excel 2016 Advanced	08-Nov-15 9:36 AM	File folder	
Excel 2016 Foundation	01-Nov-15 5:43 PM	File folder	
Excel 2016 Intermediate	05-Nov-15 5:01 PM	File folder	
My Data Sources	20-Oct-15 6:07 PM	File folder	
PowerPoint 2016 Advanced	30-Oct-15 11:42 AM	File folder	
PowerPoint 2016 Foundation	30-Oct-15 11:42 AM	File folder	
PowerPoint 2016 Intermediate	30-Oct-15 11:42 AM	File folder	
Word 2016 Advanced	01-Nov-15 9:00 AM	File folder	
Word 2016 Foundation	20-Oct-15 12:55 PM	File folder	
Word 2016 Intermediate	01-Nov-15 7:26 AM	File folder	

- You need to navigate to the folder containing your sample workbook files, called **PowerPoint 2016 Foundation**. By default, the contents of the **Documents** folder are displayed. Within the right section of the **Open** dialog box, you should see a folder called **PowerPoint 2016 Foundation**. You may have to scroll down the file list to see this folder.

- Double click on the **PowerPoint 2016 Foundation** folder and you will see the contents of this folder listed within the dialog box.

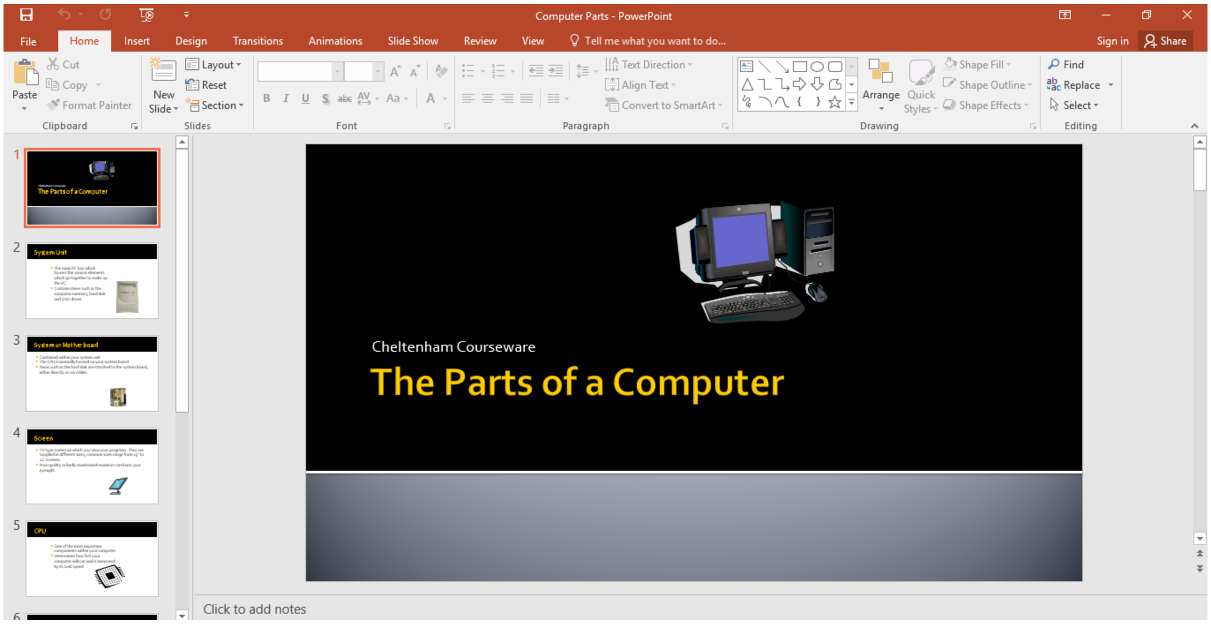

Open
This PC › Documents › PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
TSB USB DRV (F:
USBSTORAGE (\\
MEMORYCARD
Tools
Open
Cancel

Name	Date modified	Type	Size
Aligning shapes	07-Aug-13 9:18 PM	Microsoft PowerP...	49 KB
Applying Animation Effects	07-Aug-13 9:12 PM	Microsoft PowerP...	265 KB
Chart formatting	07-Aug-13 9:12 PM	Microsoft PowerP...	77 KB
Chart title	07-Aug-13 9:12 PM	Microsoft PowerP...	43 KB
Chart type	07-Aug-13 9:12 PM	Microsoft PowerP...	44 KB
charts	07-Aug-13 9:12 PM	Microsoft PowerP...	29 KB
Column width row height	07-Aug-13 9:12 PM	Microsoft PowerP...	33 KB
Computer Parts	07-Aug-13 9:12 PM	Microsoft PowerP...	275 KB
Data labels	07-Aug-13 9:12 PM	Microsoft PowerP...	54 KB
Deleting a column	07-Aug-13 9:11 PM	Microsoft PowerP...	35 KB
Deleting a row	07-Aug-13 9:11 PM	Microsoft PowerP...	35 KB
Designs	07-Aug-13 9:11 PM	Microsoft PowerP...	39 KB
Find and Replace	07-Aug-13 9:11 PM	Microsoft PowerP...	275 KB

File name: Computer Parts

All PowerPoint Presentations

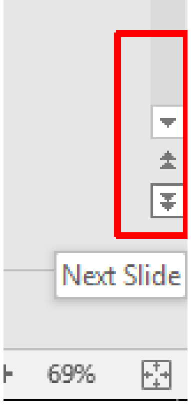
- Select a file called **Computer Parts** by clicking on the filename.
- To open the file either click on the **Open** button at the bottom-right of the **Open** dialog box or double-click on the filename. Your screen should now look like this.


Computer Parts - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Cheltenham Courseware
The Parts of a Computer
Click to add notes

Navigating between slides

- To move to the next slide, press the **Page Down** key. Press the **Page Up** key to display the previous slide.

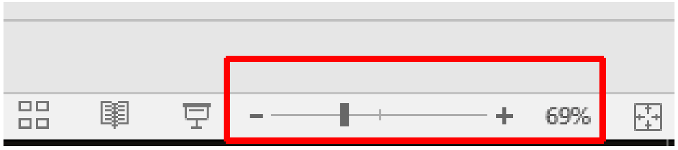
  If you prefer using the mouse, click on the **Next Slide** or **Previous Slide** controls located at the bottom of the vertical scroll bar.


Next Slide
69%

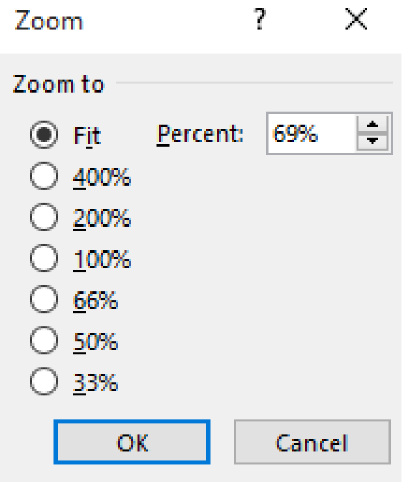
- To display a particular slide, use the scroll bars to display the slide thumbnails (displayed down the left side of the screen) and then click on the thumbnail.
- Experiment with displaying different slides.
- Before continuing, return to the first slide.

Using the Zoom tool

- The Zoom controls are displayed at the bottom-right of your screen. You can use the horizontal slider control to set the zoom level. The larger the zoom level the greater the slide will be magnified on your screen.



- If you click on the **Zoom percentage figure** (**74%** in the illustration), you will see the **Zoom** dialog box. This allows you to select a range of pre-set options, or to set an exact zoom percentage.



Zoom ? ×

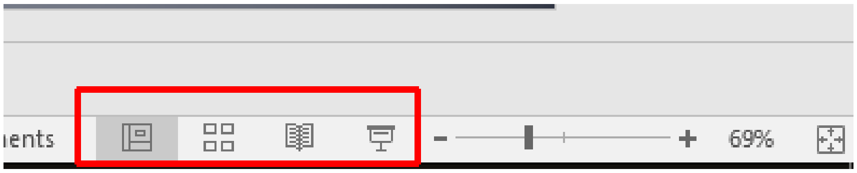
Zoom to

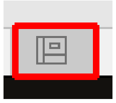
● Fit Percent: 69%
○ 400%
○ 200%
○ 100%
○ 66%
○ 50%
○ 33%

OK Cancel

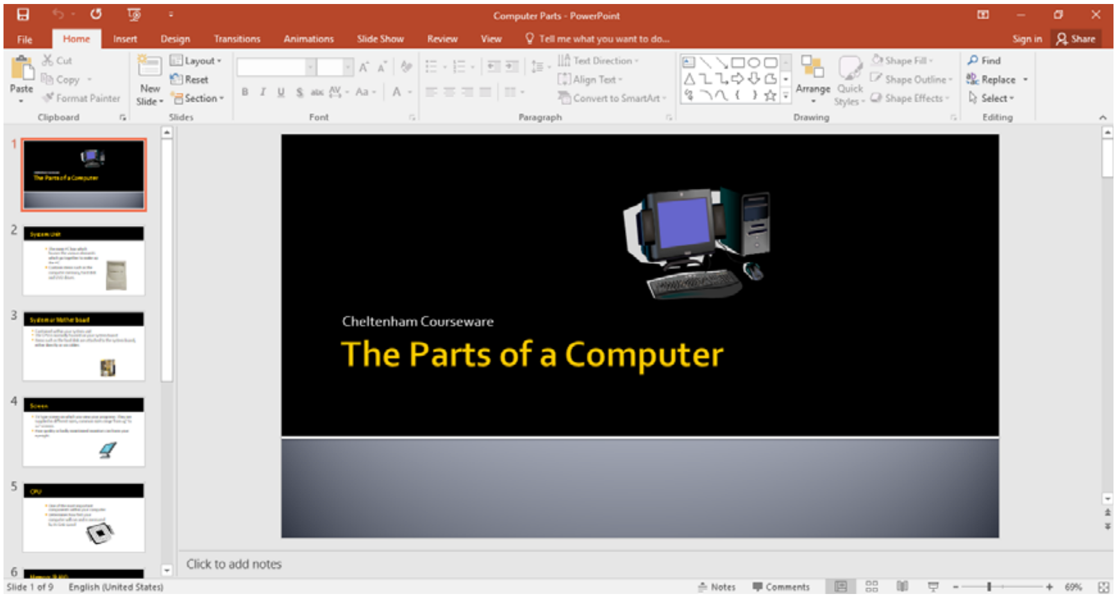
Changing between PowerPoint views

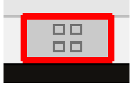
- There are a set of view buttons in the Status bar at the bottom of your screen.

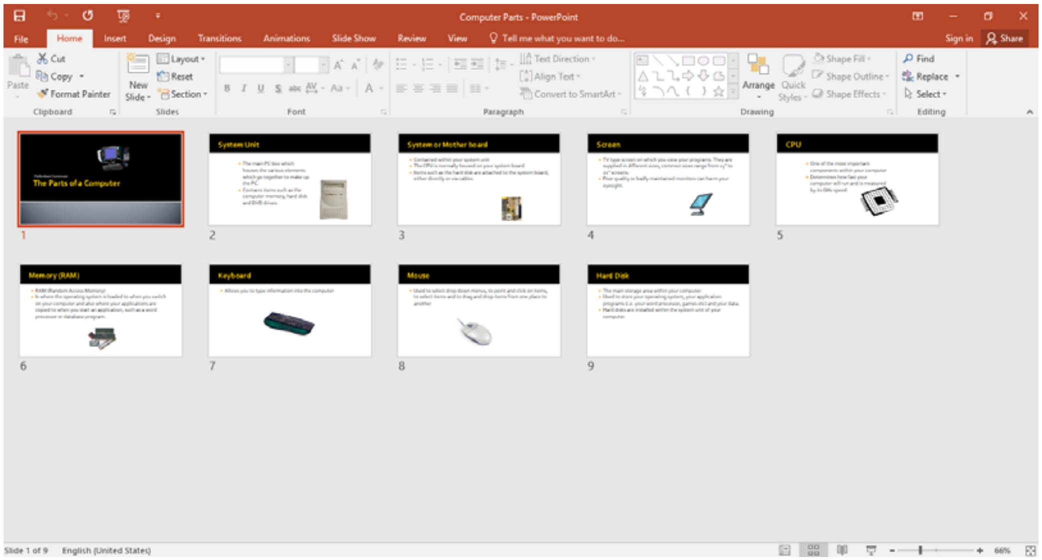




- **Normal View:**
  The first view icon is called the **Normal** view. This is the view you normally work in. You see the slide thumbnails displayed to the left and the selected slide displayed to the right.

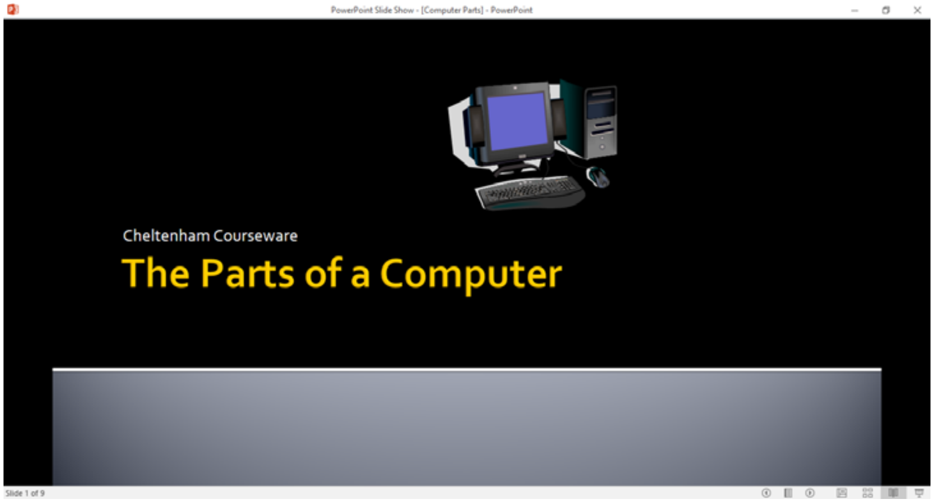

Computer Parts - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Cheltenham Courseware
The Parts of a Computer
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

- **Slide Sorter view:** 
Click on this icon and the screen will change as illustrated. This view allows you to easily rearrange the order of slides within a presentation.


Computer Parts - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
The Parts of a Computer
System Unit
System or Mother board
Screen
CPU
Memory (RAM)
Keyboard
Mouse
Hard Disk
1
2
3
4
5
6
7
8
9
Slide 1 of 9
English (United States)
66%

Experiment with rearranging the order of the slides. To do this, select a slide in **Slide Sorter** view. Press the mouse button down and while keeping it depressed down move the mouse pointer to a gap between two other slides. When you release the mouse button the slides will have changed position within the presentation.

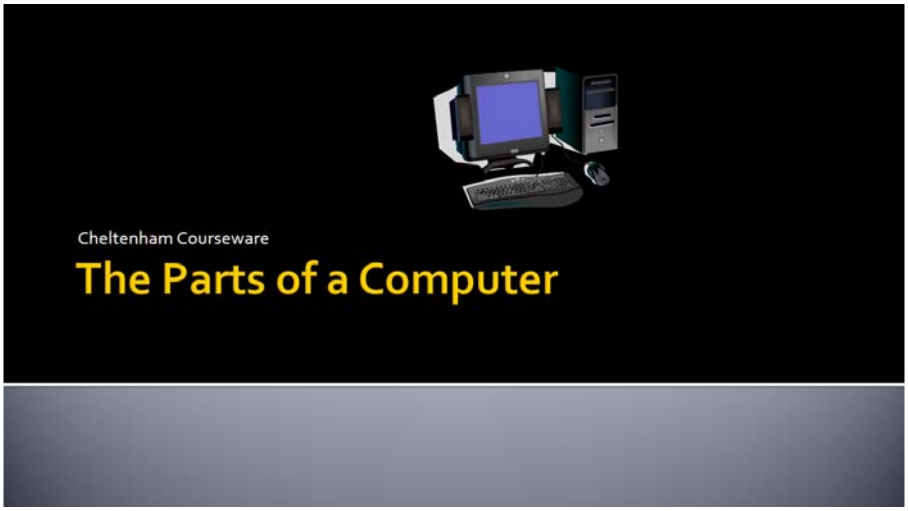
- **Reading View:**
  Select the first slide within the presentation and then click on this icon. This view makes the contents of the slides easier to read. Press the **Esc** key to return to normal view.



Cheltenham Courseware

The Parts of a Computer

- **Slide Show View:**
  Select the first slide within the presentation and then click on this icon. The slide will be displayed as a slide show and fill the whole screen. Click on the mouse button to advance through the slide show. To stop the slide show at any point, press the **Esc** key.



Cheltenham Courseware

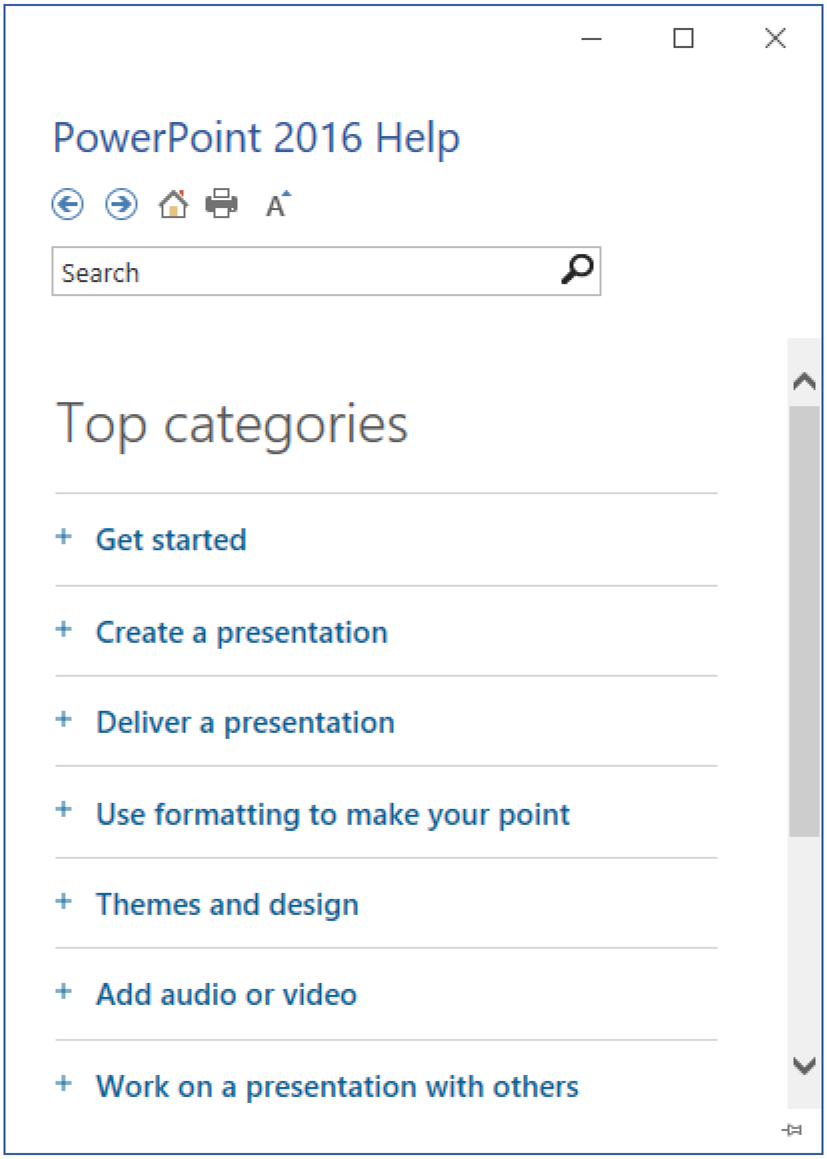
The Parts of a Computer

- Before continuing, make sure that you are displaying the presentation in **Normal** view.

Using Help

- To display the Help window, press the **F1** key.

.



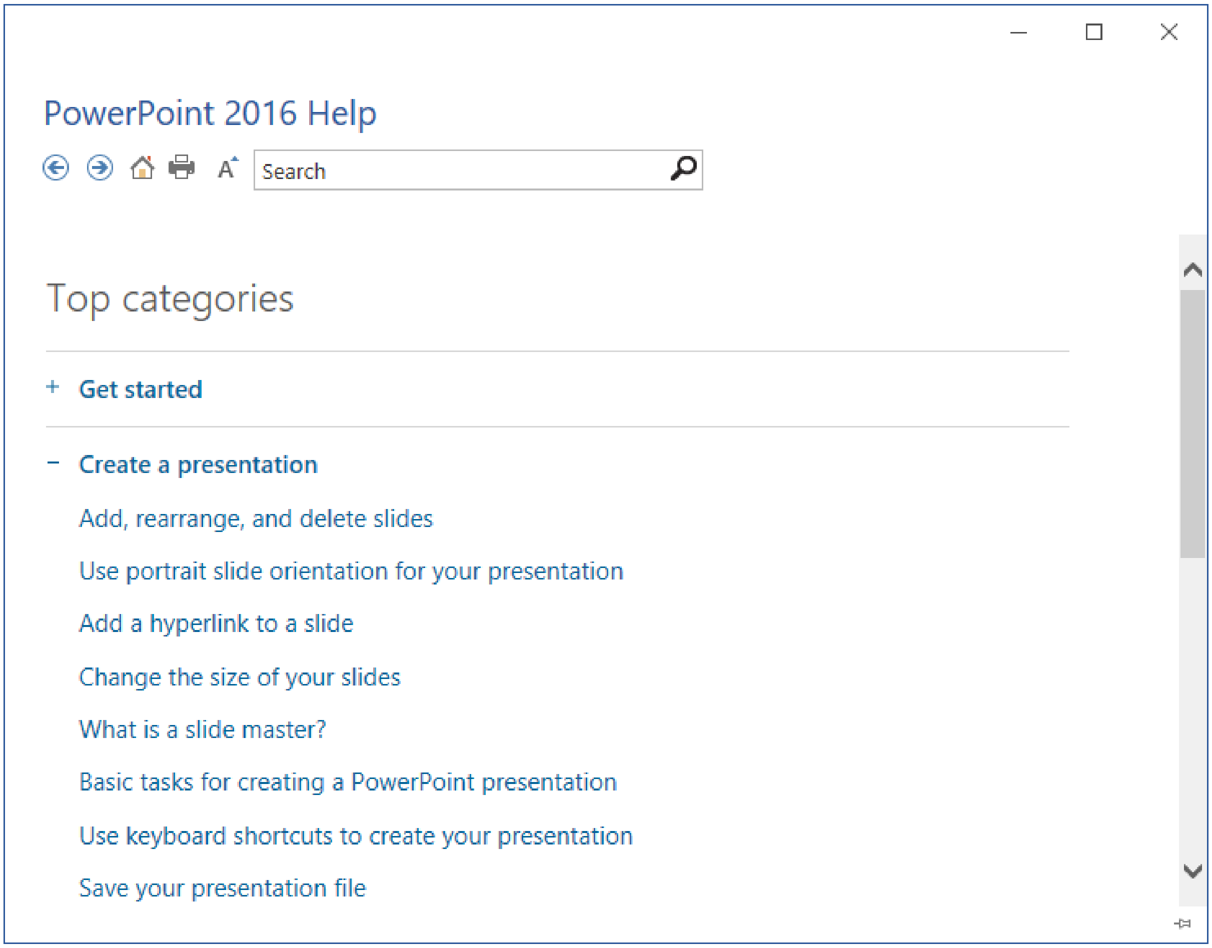
PowerPoint 2016 Help

Search

Top categories

+ Get started
+ Create a presentation
+ Deliver a presentation
+ Use formatting to make your point
+ Themes and design
+ Add audio or video
+ Work on a presentation with others

- You can click on any of the topics displayed in the body of the Help window. For instance, to see what is new within this version of PowerPoint, click on the **Create a Presentation** link. You will see the following window displayed.



PowerPoint 2016 Help

Top categories

+ Get started

− Create a presentation

Add, rearrange, and delete slides

Use portrait slide orientation for your presentation

Add a hyperlink to a slide

Change the size of your slides

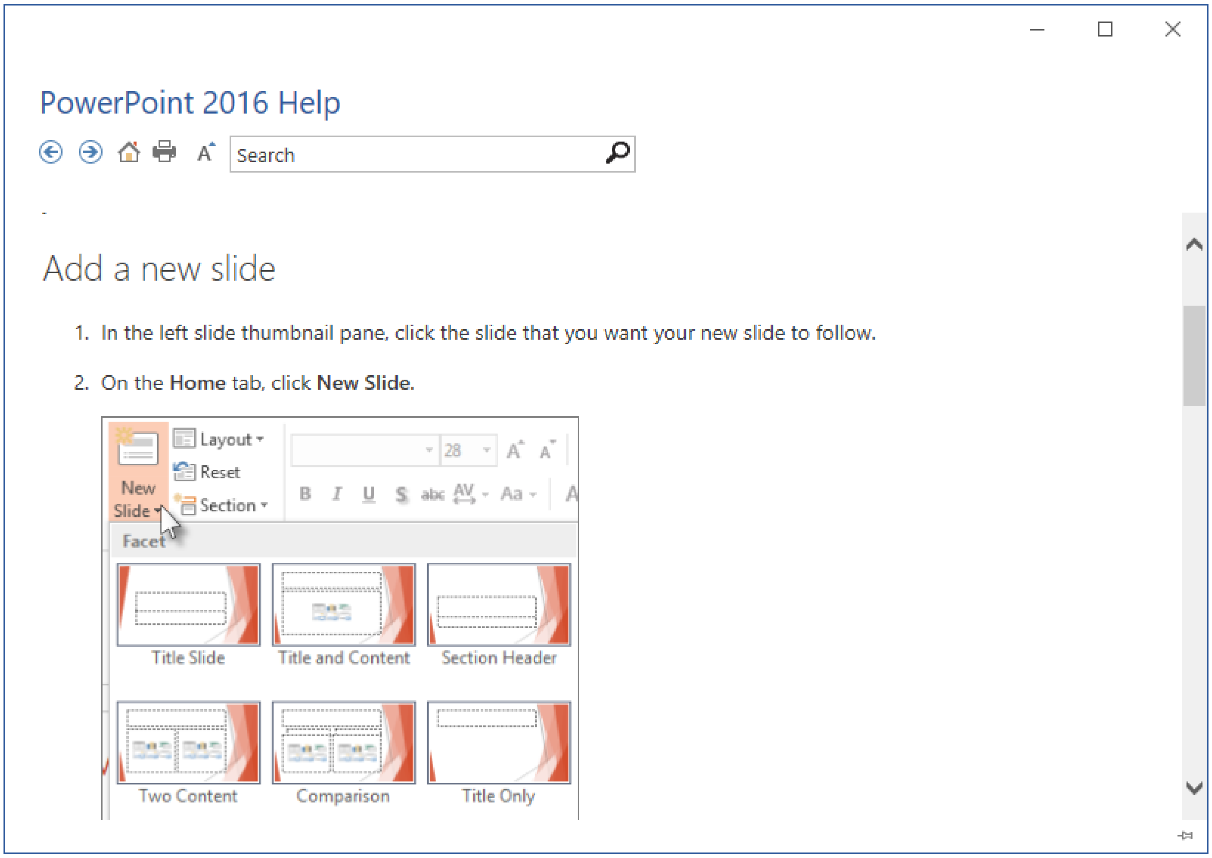
What is a slide master?

Basic tasks for creating a PowerPoint presentation

Use keyboard shortcuts to create your presentation

Save your presentation file

- You can then click on ant of the help topics displayed, such as **Add, rearrange and delete slides**. You will then see detailed help displayed.



PowerPoint 2016 Help

Add a new slide

1. In the left slide thumbnail pane, click the slide that you want your new slide to follow.
2. On the **Home** tab, click **New Slide.**

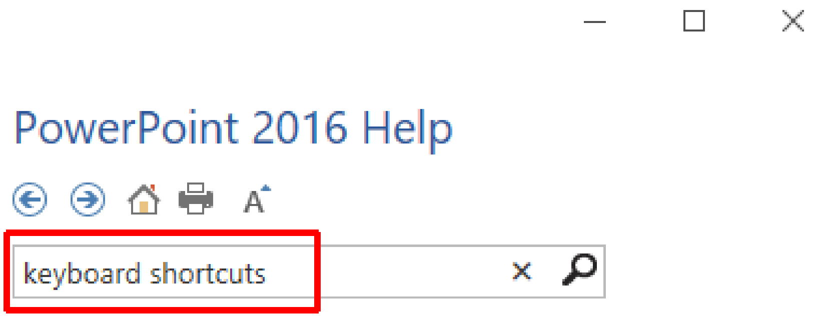
Search
New Slide
Layout
Reset
Section
28
Facet
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only

- Take a few minutes to explore the type of help available.
- Close the Help window when you have finished experimenting.

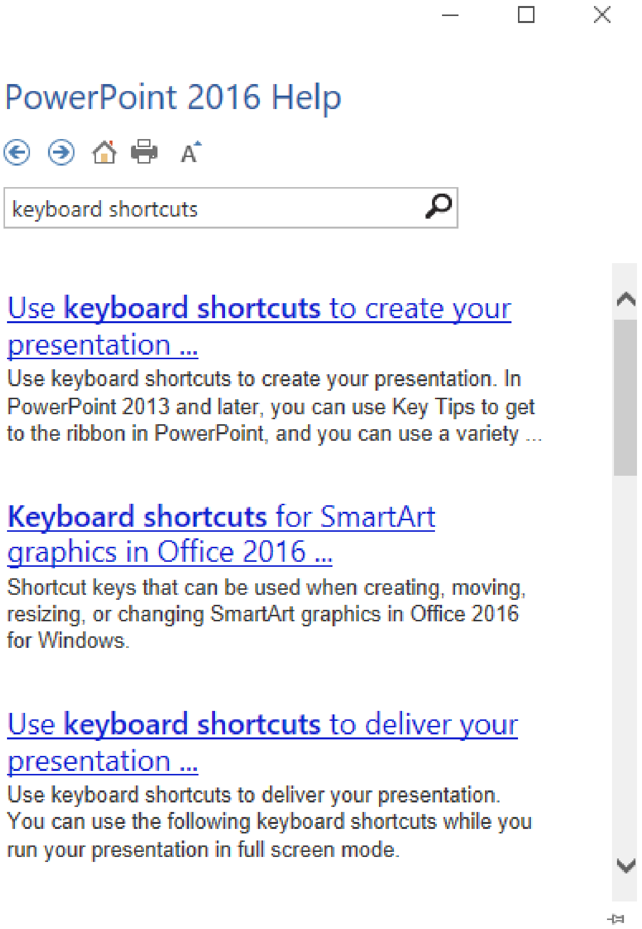
Searching for Help

- Press the **F1** key to display the **PowerPoint Help** window.
- Within the **Search** section of the dialog box, type in the following and then click on the **Search** button.

  keyboard shortcuts



- You will see the following displayed.


PowerPoint 2016 Help

keyboard shortcuts

Use **keyboard shortcuts** to create your presentation ...

Use keyboard shortcuts to create your presentation. In PowerPoint 2013 and later, you can use Key Tips to get to the ribbon in PowerPoint, and you can use a variety ...

Keyboard shortcuts for SmartArt graphics in Office 2016 ...

Shortcut keys that can be used when creating, moving, resizing, or changing SmartArt graphics in Office 2016 for Windows.

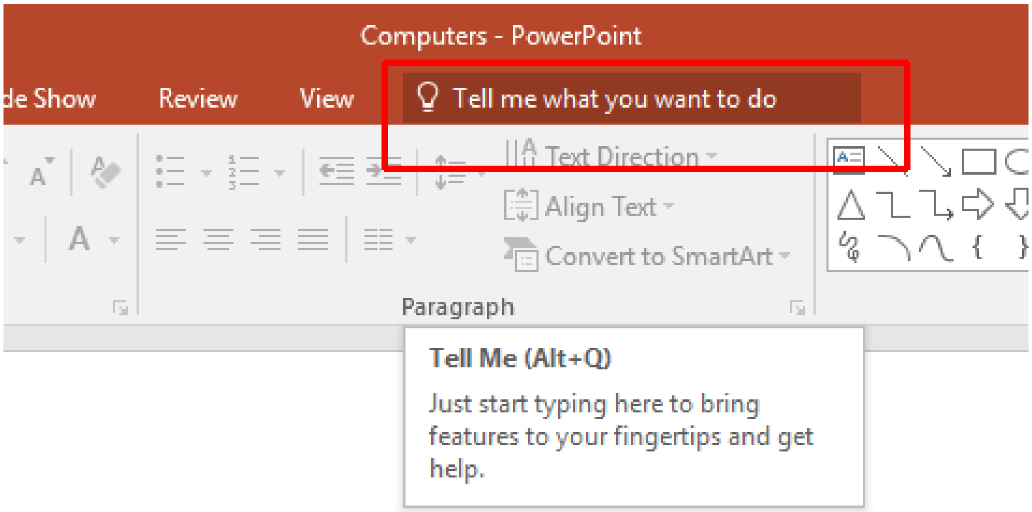
Use **keyboard shortcuts** to deliver your presentation ...

Use keyboard shortcuts to deliver your presentation. You can use the following keyboard shortcuts while you run your presentation in full screen mode.

- Click on one of the links and quickly investigate the help available.
- Experiment with finding your way round the Help window.
- Close the Help window.

Tell Me

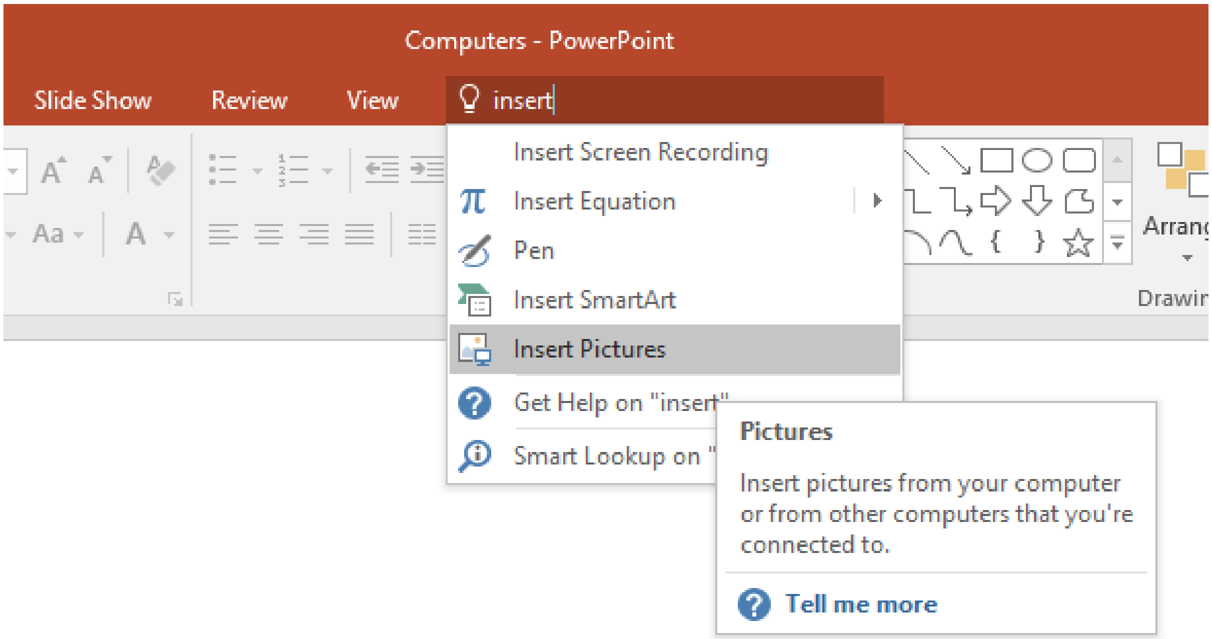
- If you get stuck, type in a question in the **Tell Me** box, displayed within the ribbon.


Computers - PowerPoint
de Show
Review
View
Tell me what you want to do
Text Direction
Align Text
Convert to SmartArt
Paragraph

Tell Me (Alt+Q)

Just start typing here to bring features to your fingertips and get help.

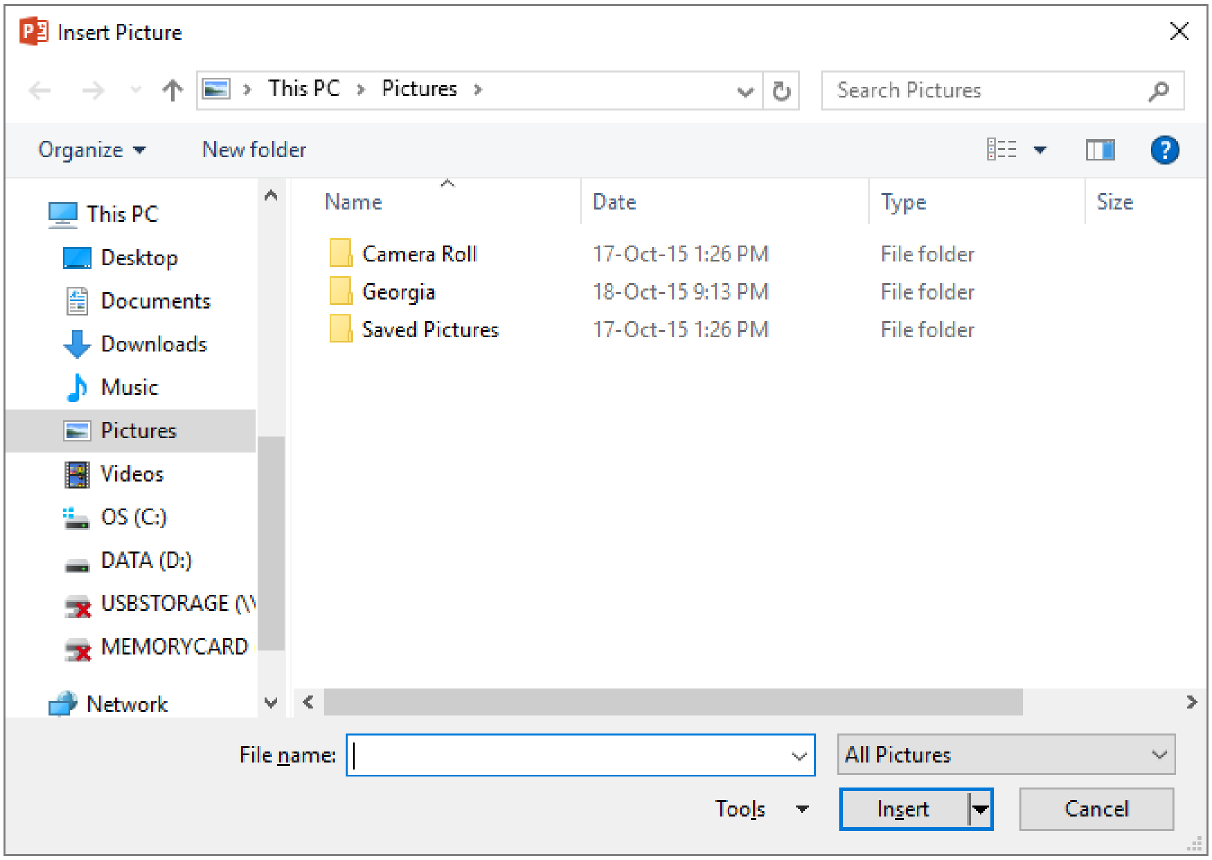
- For instance, let’s say you wanted to know how to insert a picture. Type the word **Insert** into the **Tell Me** box and you will see the following.


Computers - PowerPoint
Slide Show
Review
View
insert
Insert Screen Recording
Insert Equation
Pen
Insert SmartArt
Insert Pictures
Get Help on "insert"
Smart Lookup on "
Arrang
Drawir
Tell me more

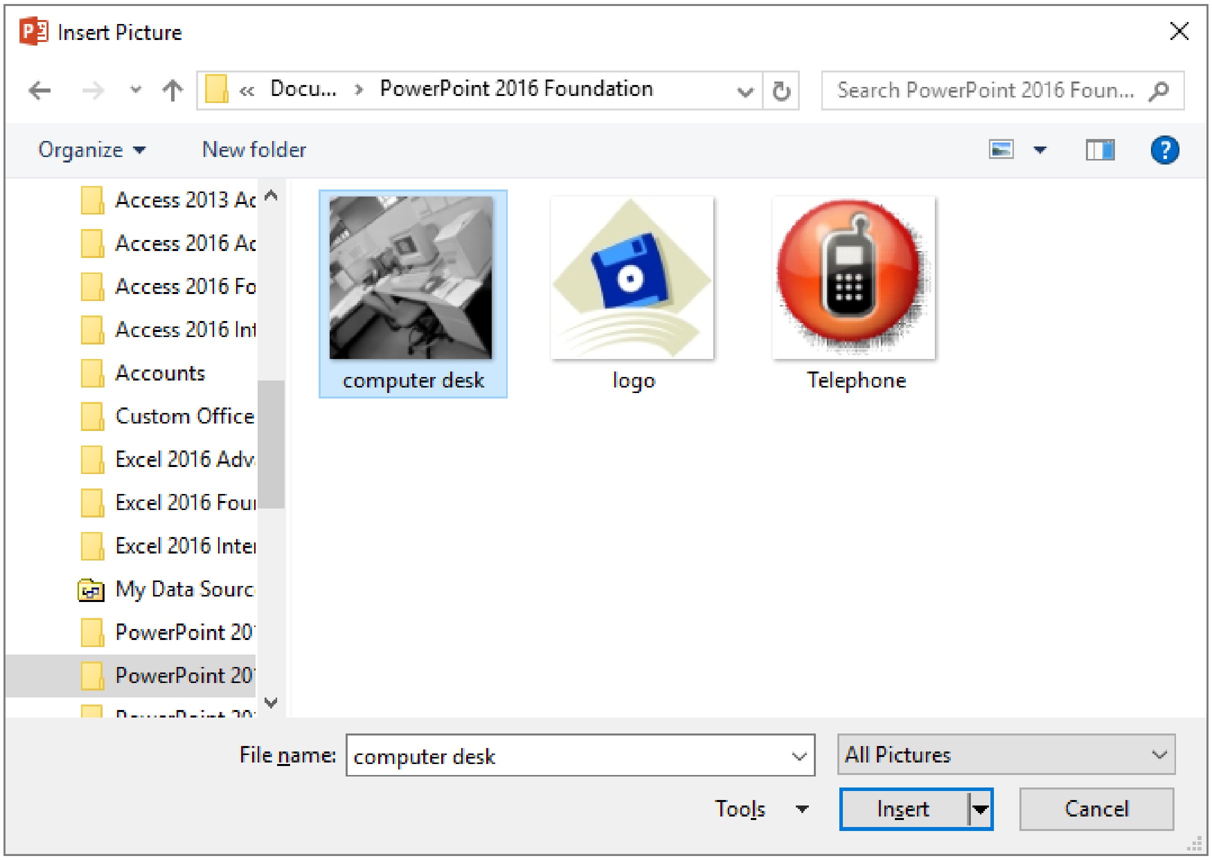
Pictures

Insert pictures from your computer or from other computers that you're connected to.

- Click on the **Insert Pictures** item and you will see the following.

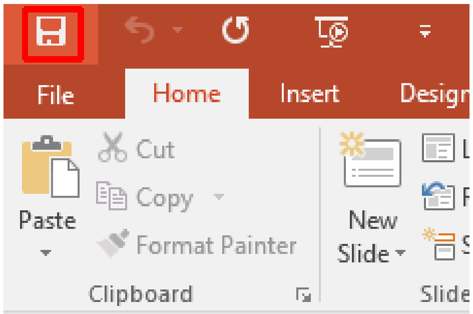

Insert Picture
This PC › Pictures ›
Search Pictures
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
USBSTORAGE (\\
MEMORYCARD
Network
Name
Date
Type
Size
Camera Roll
17-Oct-15 1:26 PM
File folder
Georgia
18-Oct-15 9:13 PM
File folder
Saved Pictures
17-Oct-15 1:26 PM
File folder
File name:
All Pictures
Tools
Insert
Cancel

Rather than just display help about how to insert a picture, PowerPoint has automatically opened a dialog box. You can use this dialog box to navigate to your sample files and the select and insert a picture directly into the slide.


Insert Picture
« Docu... › PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize ▾
New folder
Access 2013 Ac
Access 2016 Ac
Access 2016 Fo
Access 2016 Int
Accounts
Custom Office
Excel 2016 Adv
Excel 2016 Four
Excel 2016 Inte
My Data Sourc
PowerPoint 20
PowerPoint 20
computer desk
logo
Telephone
File name:
computer desk
All Pictures
Tools ▾
Insert
Cancel

Saving a presentation

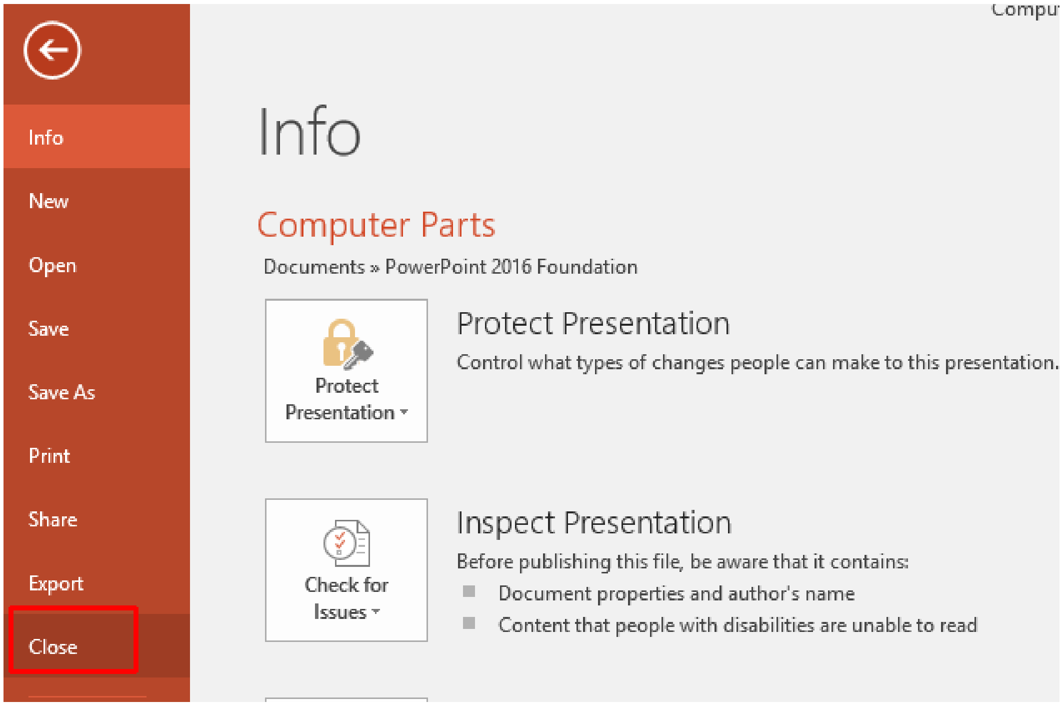
- To save the changes you have made to the presentation, use the **Ctrl+S** keyboard shortcut or click on the **Save** button (top-left of the screen).


File
Home
Insert
Design
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Slide

- If you have made changes to the presentation, this will display the **Save As** dialog box allowing you to specify a file name. If you have made no changes then this will simply resave the presentation.

Closing a presentation

- To close the presentation, click on the **File Tab** (top-left of your screen) and then click on the **Close** command.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Protect Presentation
Check for Issues

Info

Computer Parts

Documents » PowerPoint 2016 Foundation

Protect Presentation

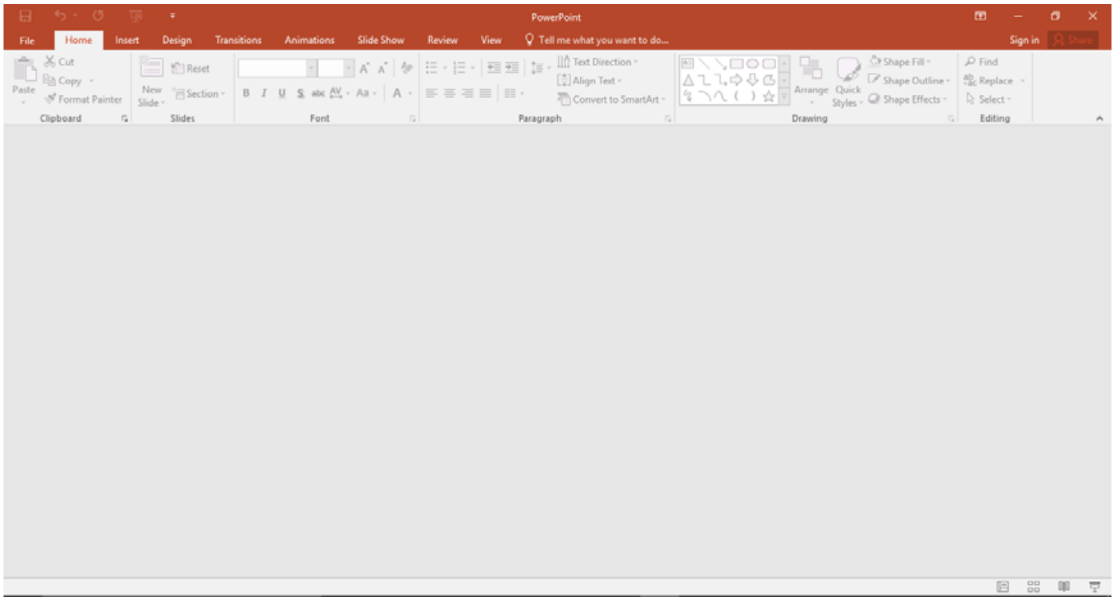
Control what types of changes people can make to this presentation.

Inspect Presentation

Before publishing this file, be aware that it contains:

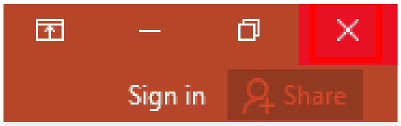
- Document properties and author's name
- Content that people with disabilities are unable to read

- The PowerPoint window will now look like this, as the program window is open, but no presentations are open within the program.


PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Paste
Cut
Copy
Format Painter
New Slide
Reset
Section
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Clipboard
Slides
Font
Paragraph
Drawing
Editing

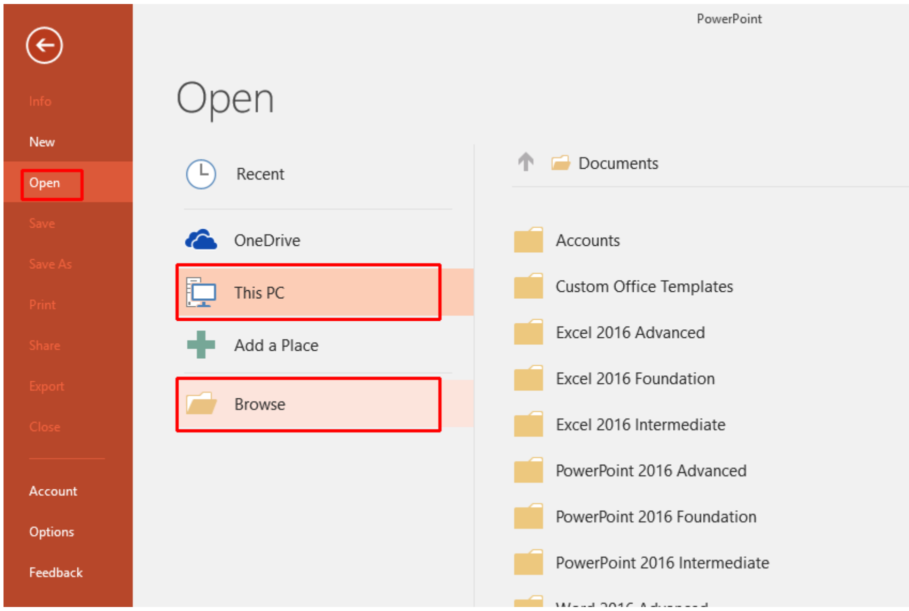
Closing PowerPoint

- To close the PowerPoint program, click on the **Close** icon (top-right) of your screen.


Sign in
Share

Opening multiple presentations

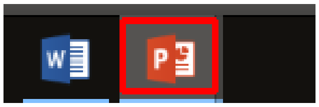
- Restart PowerPoint.
- You can open more than one PowerPoint presentation at a time. Press **Ctrl+O** to display the **Open** screen. Click on **This PC** and the click on the **Browse** button.


PowerPoint
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Open
Recent
OneDrive
This PC
Add a Place
Browse
Documents
Accounts
Custom Office Templates
Excel 2016 Advanced
Excel 2016 Foundation
Excel 2016 Intermediate
PowerPoint 2016 Advanced
PowerPoint 2016 Foundation
PowerPoint 2016 Intermediate

- Remember that you may need to change to the folder containing your sample files, which is called **PowerPoint 2016 Foundation**, which is stored under the **Documents** folder.
- Open a presentation (it does not matter which one).
- Then open a second and then a third presentation.

Switching between multiple presentations

- You should see an icon representing the PowerPoint program displayed at the bottom of your screen, within the Windows Taskbar.



- Click on the PowerPoint icon and you will see a list of the open presentations. Clicking on an item within the list will display that presentation.

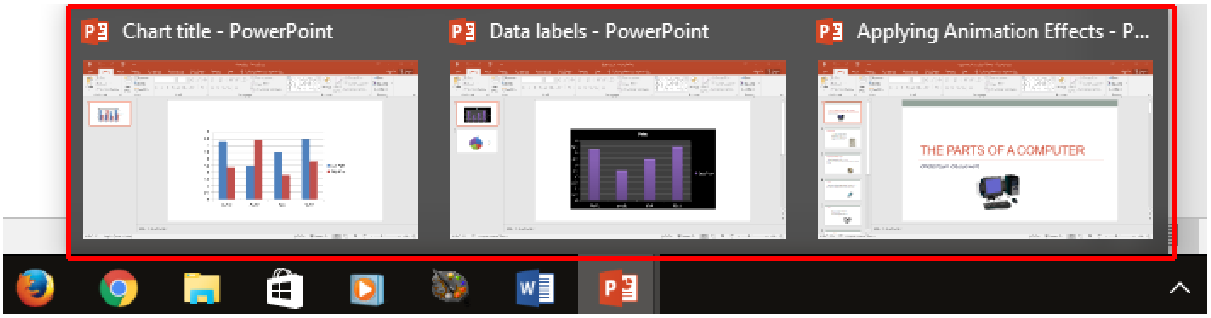


Chart title - PowerPoint
Data labels - PowerPoint
Applying Animation Effects - P...
THE PARTS OF A COMPUTER

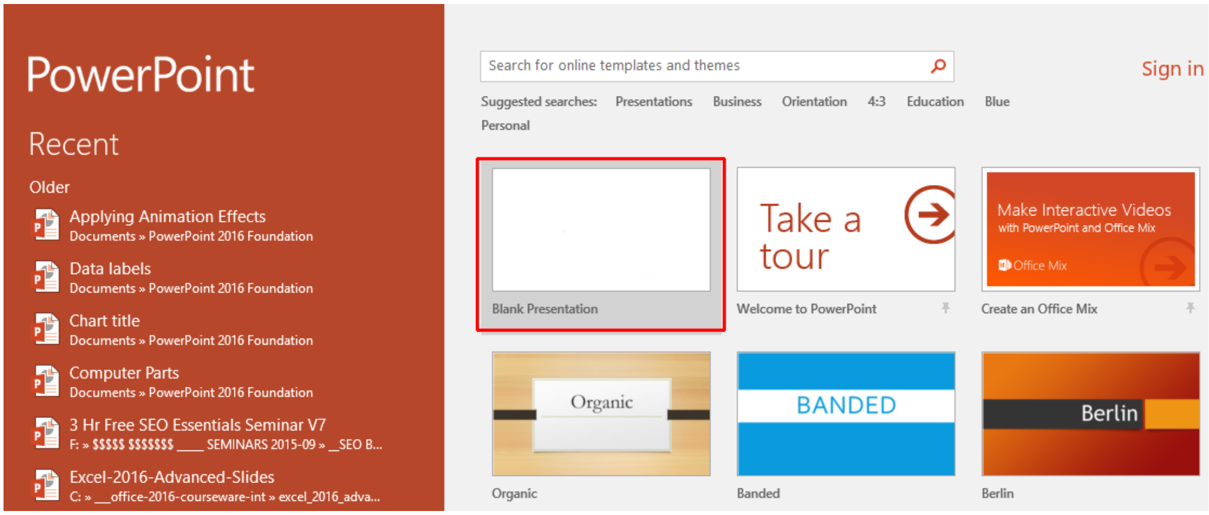
TIP: Pressing **Alt+Tab** allows you to switch between open presentations that are running.

- Close all presentations and close PowerPoint.

Creating a PowerPoint 2016 presentation

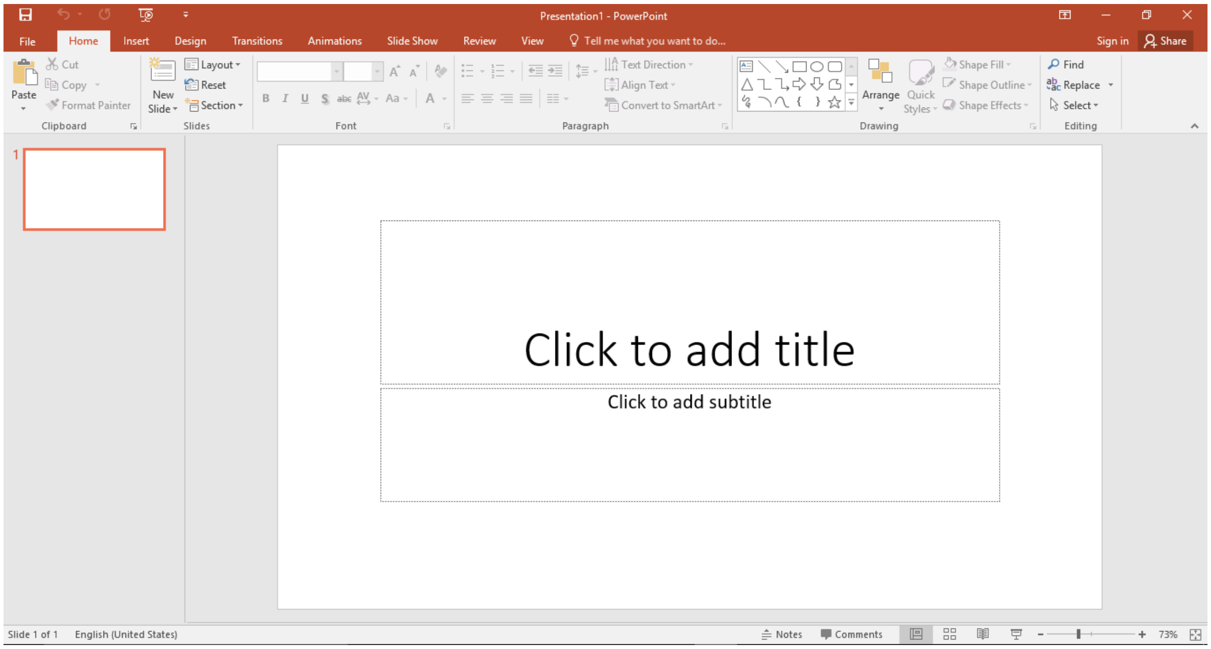
Creating a new presentation

- Start PowerPoint. You will see a screen as illustrated.

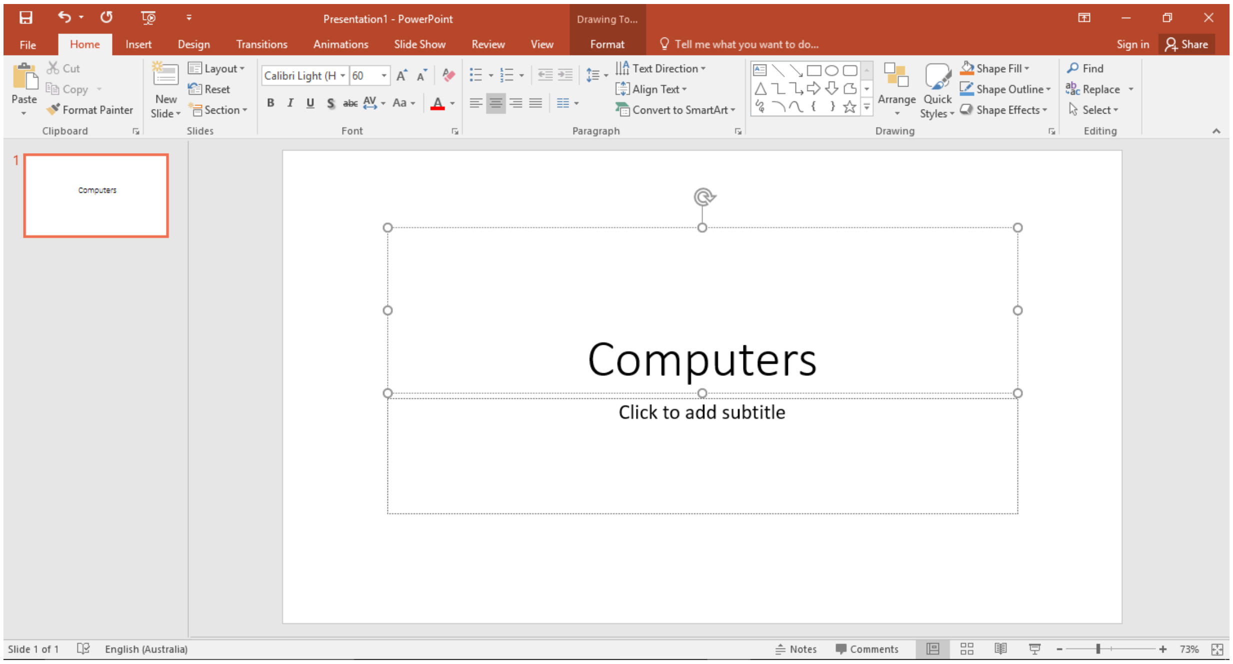

PowerPoint
Recent
Older
Applying Animation Effects
Documents » PowerPoint 2016 Foundation
Data labels
Documents » PowerPoint 2016 Foundation
Chart title
Documents » PowerPoint 2016 Foundation
Computer Parts
Documents » PowerPoint 2016 Foundation
3 Hr Free SEO Essentials Seminar V7
F: » $$$$$ $$$$$$$ ____ SEMINARS 2015-09 » _SEO B...
Excel-2016-Advanced-Slides
C: » __office-2016-courseware-int » excel_2016_adva...
Search for online templates and themes
Sign in
Suggested searches: Presentations Business Orientation 4:3 Education Blue
Personal
Blank Presentation
Take a tour
Welcome to PowerPoint
Make Interactive Videos
with PowerPoint and Office Mix
Office Mix
Create an Office Mix
Organic
Organic
BANDED
Banded
Berlin
Berlin

- Click on the **Blank Presentation** thumbnail.

- Most presentations start with a title page and this is what you are viewing on your screen. Click within the area of the slide displaying the message '**Click to add title**'. You will see a title placeholder outlined, as illustrated below.

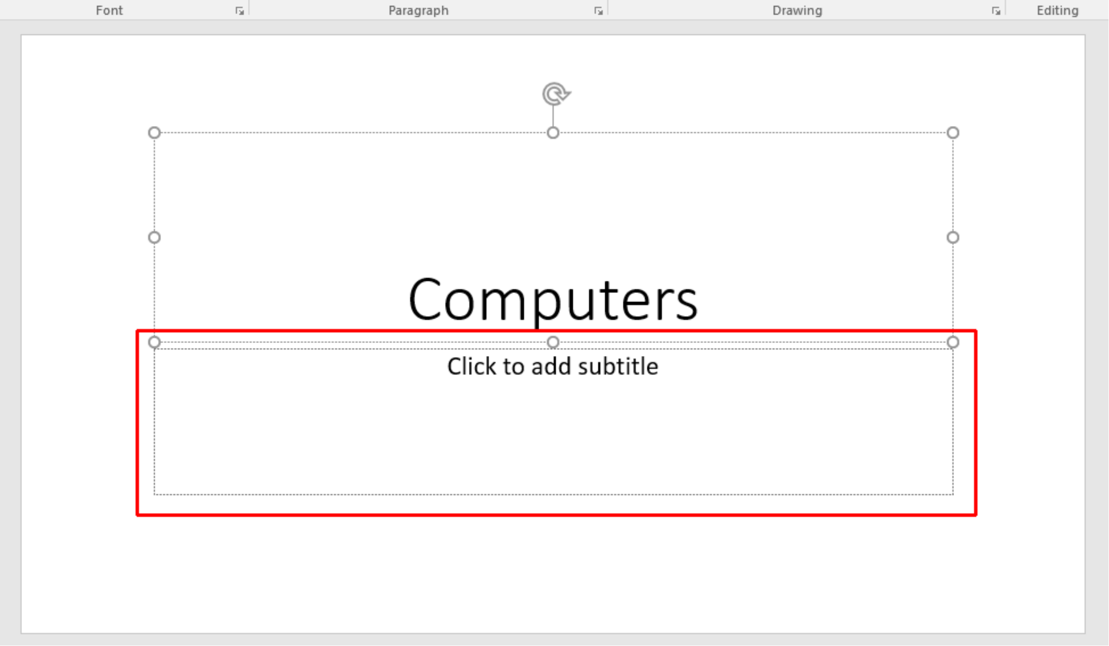

Presentation1 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Click to add title
Click to add subtitle
Slide 1 of 1
English (United States)
Notes
Comments
73%

- You can now type in a title for your presentation. In this case type in the word '**Computers**', as illustrated.


Presentation1 - PowerPoint
Drawing To...
Format
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Calibri Light (H
60
Computers
Click to add subtitle
Slide 1 of 1
English (Australia)
Notes
Comments
73%

TIP: When creating slide titles, always use meaningful titles. Use a different title for each individual slide as this will make it much easier to navigate from slide to slide within long presentations. When viewing slides in **Outline view** (more later) you will be glad that each slide has a unique identifying slide title.

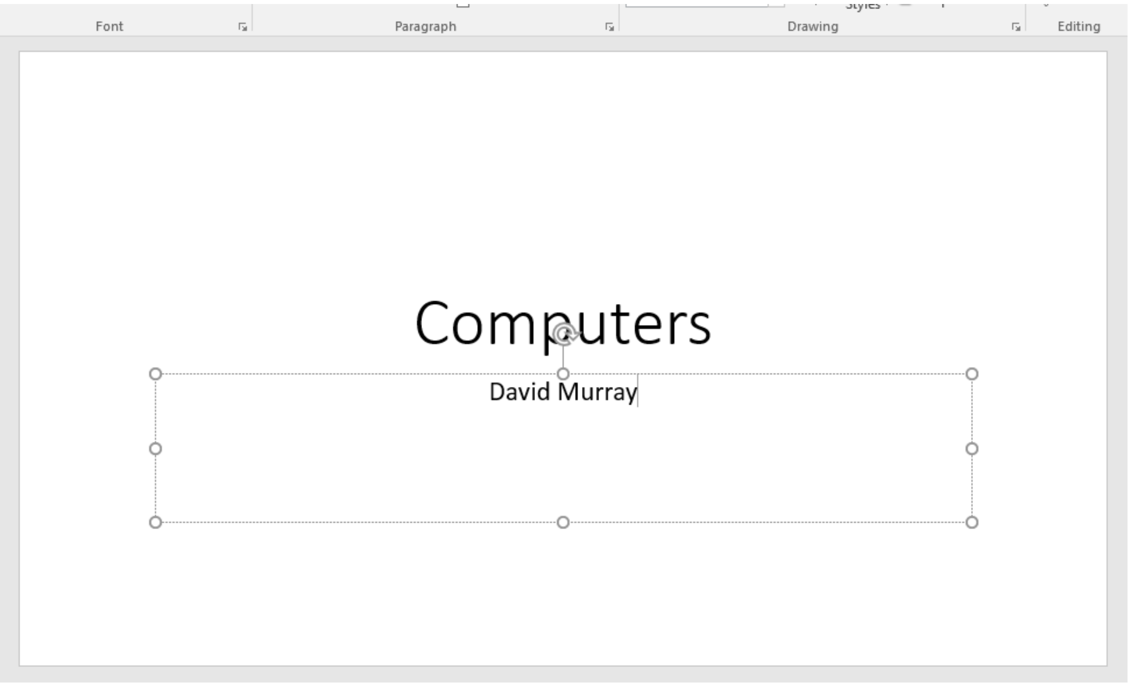
- Next click within the area of the slide displaying the message '**Click to add subtitle**'. You will see a subtitle placeholder outlined, as illustrated below.


Font
Paragraph
Drawing
Editing

Computers

Click to add subtitle

- Type in your name as a subtitle, in the example illustrated the name **David Murray** was entered.

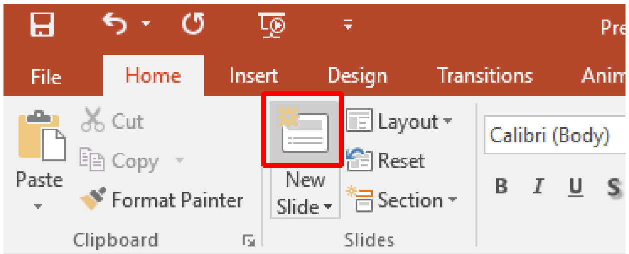

Font
Paragraph
Drawing
Editing

Computers

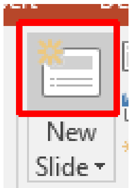
David Murray

Inserting new slides into a presentation

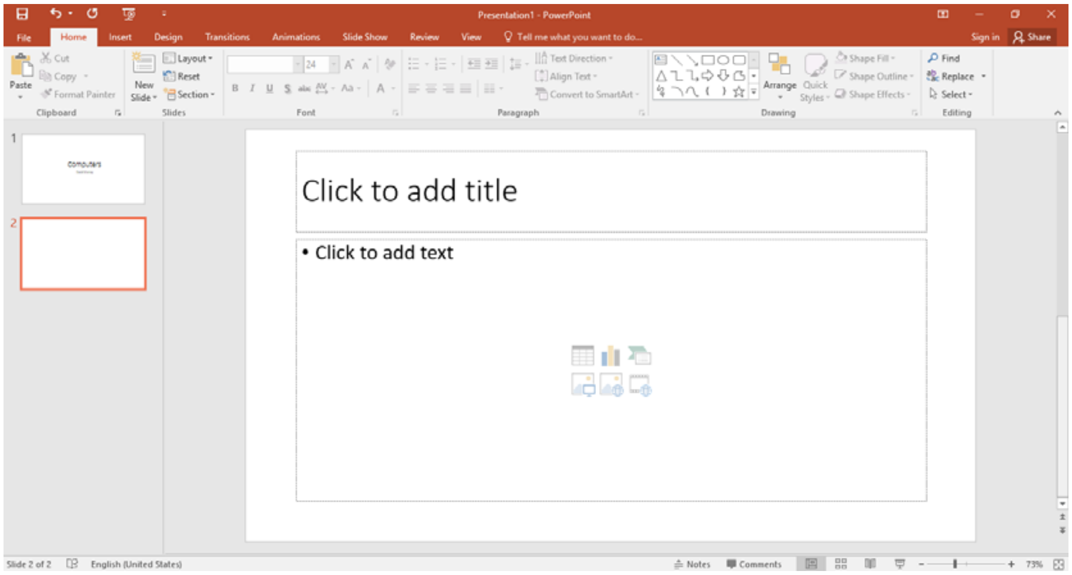
- We have finished creating our title slide, next we need to insert a new slide so that we can start creating the rest of the presentation. To do this, if necessary, click on the **Home** tab, and you will see the **New Slide** button displayed in the Ribbon.


File
Home
Insert
Design
Transitions
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Calibri (Body)
B I U S

NOTE: There are two parts to this button. Try clicking on the upper part of this button, i.e. the part that contains an icon picture that represents a new slide (we will see the effect of clicking on the lower part of this button later).



A new slide is displayed, as illustrated.


Presentation1 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Click to add title
Click to add text
Slide 2 of 2
English (United States)
Notes
Comments
73%

NOTE: You can now see two 'slide thumbnails' displayed to the left of your screen. The layout of the slide that you have just inserted is different. There is no sense in having two 'Title' slides in one presentation.

- Click within the area of the slide displaying the instruction '**Click to add title**'. Type in the title for this slide, in this case type in the words '**System Unit**'.

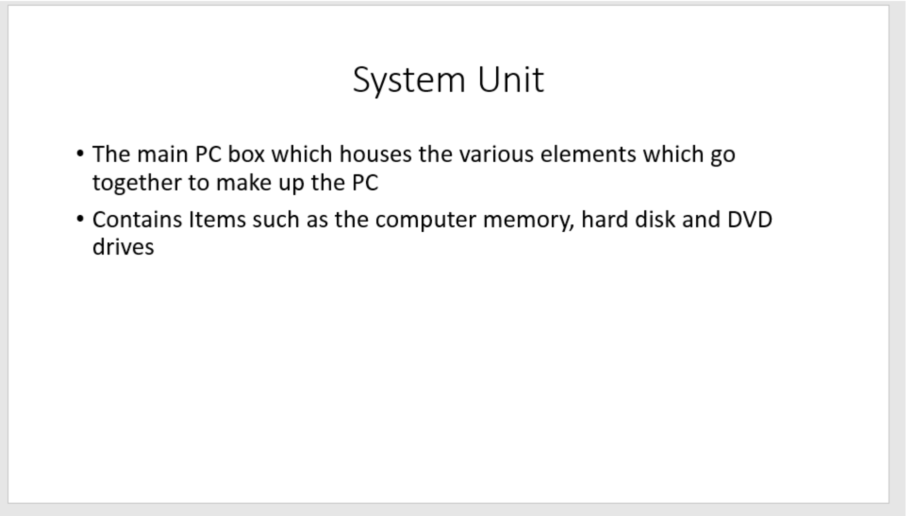
- Click within the area of the slide displaying the instruction '**Click to add text**'. Type in the text for this slide, in this case type in the words:

  The main PC box which houses the various elements which go together to make up the PC.

- Press the **Enter** key to drop you down to the next line. Notice that a bullet point is automatically inserted for you. Type in the following information to make up the second bullet point.

  Contains items such as the computer memory, hard disk and DVD drives.

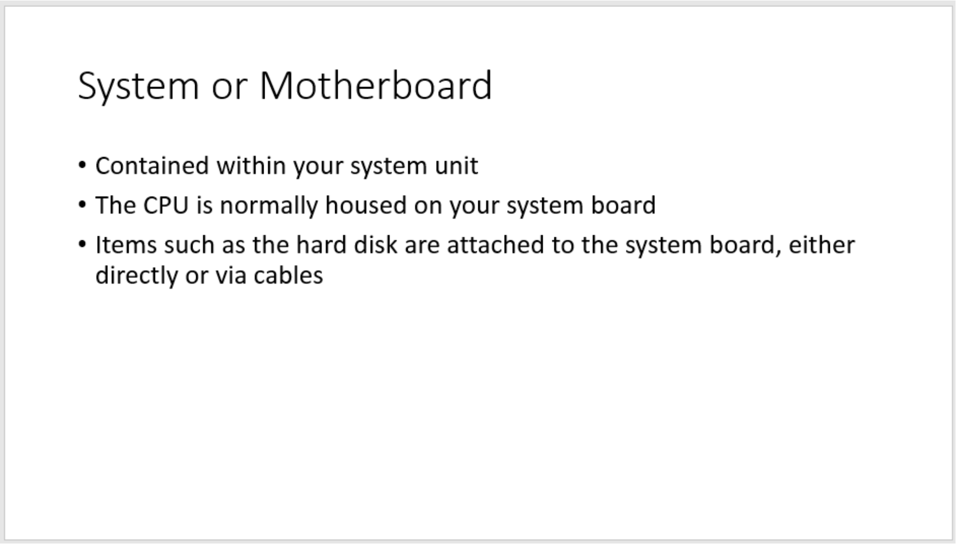
  Your slide will now look like this.



System Unit

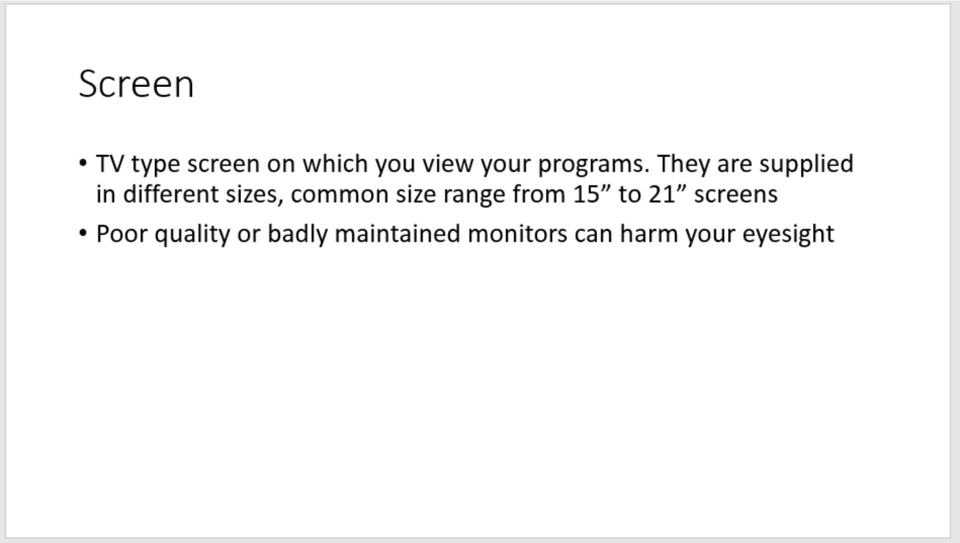
- The main PC box which houses the various elements which go together to make up the PC
- Contains Items such as the computer memory, hard disk and DVD drives

- This slide is now complete and you can insert your next slide. Create the following slides within your presentation.



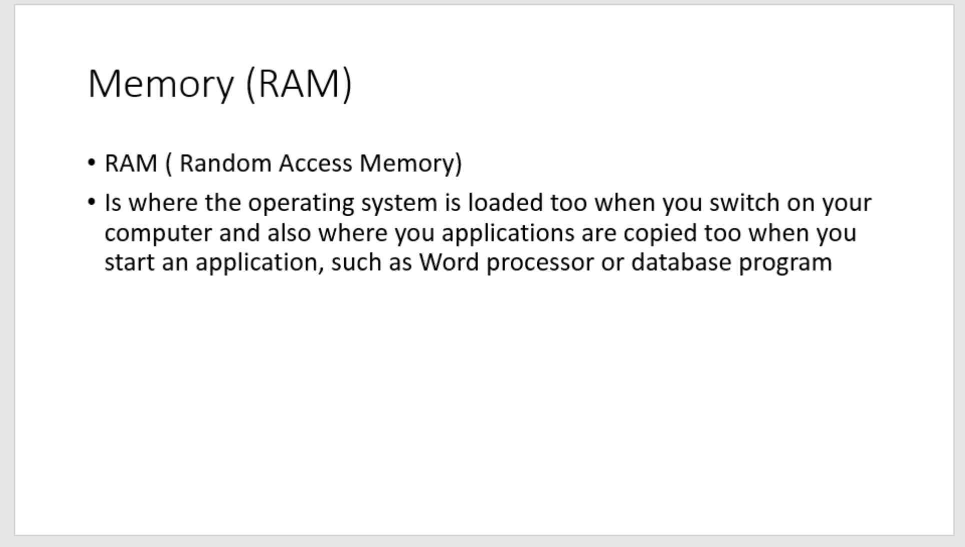
System or Motherboard

- Contained within your system unit
- The CPU is normally housed on your system board
- Items such as the hard disk are attached to the system board, either directly or via cables



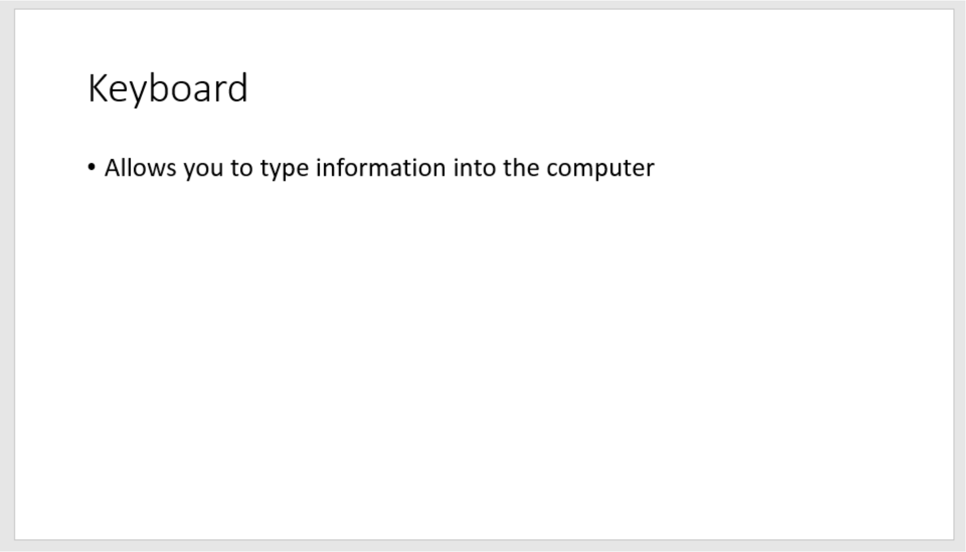
Screen

- TV type screen on which you view your programs. They are supplied in different sizes, common size range from 15” to 21” screens
- Poor quality or badly maintained monitors can harm your eyesight



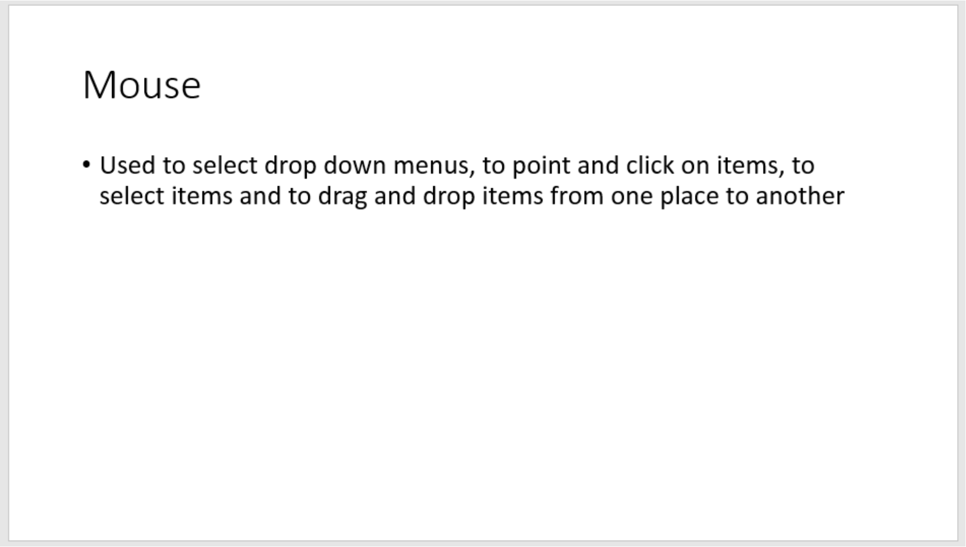
Memory (RAM)

- RAM (Random Access Memory)
- Is where the operating system is loaded too when you switch on your computer and also where you applications are copied too when you start an application, such as Word processor or database program



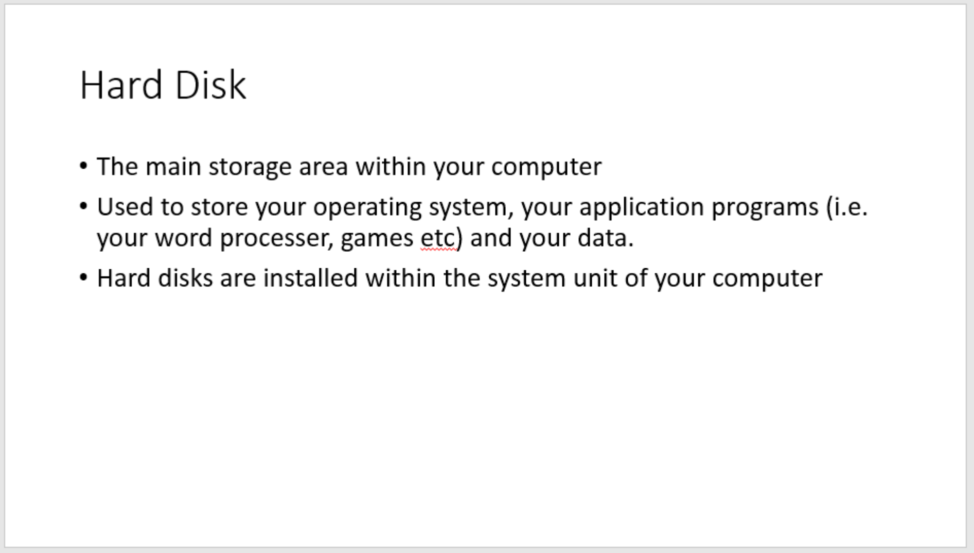
Keyboard

- Allows you to type information into the computer



Mouse

- Used to select drop down menus, to point and click on items, to select items and to drag and drop items from one place to another



Hard Disk

- The main storage area within your computer
- Used to store your operating system, your application programs (i.e. your word processer, games etc) and your data.
- Hard disks are installed within the system unit of your computer

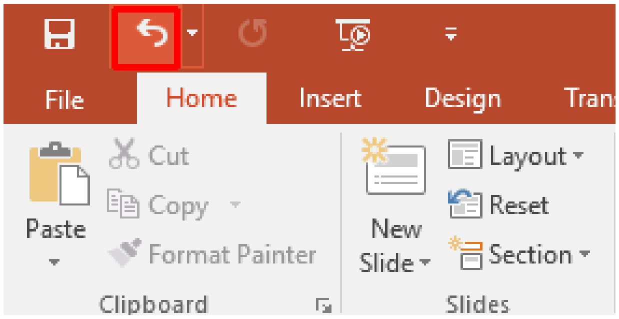
Recommended techniques when creating slide content

- Keep your paragraphs as short as possible. Use bullet or numbering formatting within your paragraphs. This makes it much easier to read.

Undo and Repeat

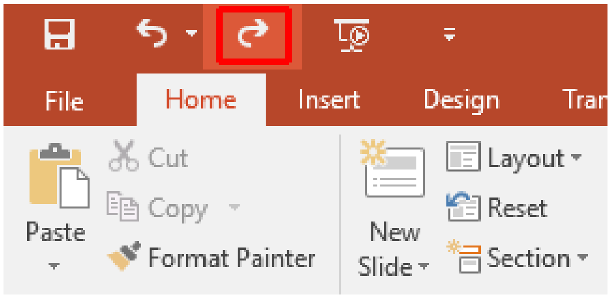
- When creating or editing a PowerPoint presentation always remember that if you make a mistake, in most cases you can click on the **Undo** icon and undo the mistake. The **Undo** icon is displayed at the top-left of your screen.

- Try selecting a word within a slide and then pressing the Del key to delete it. Then click on the **Undo** icon to undo the deletion.


File
Home
Insert
Design
Tran
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides

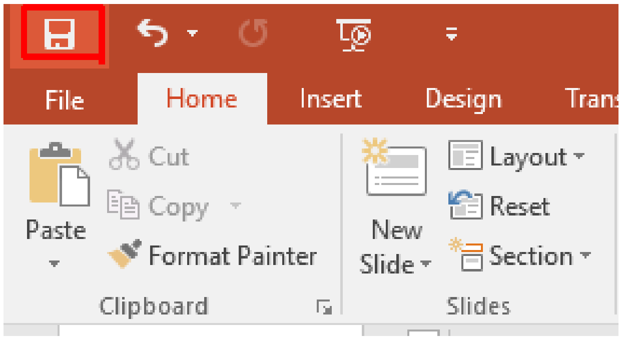
NOTE: You cannot undo a mistake after you have saved and closed a file.

TIP: As well as **Undo** there is a **Repeat** icon to repeat the last action for you.

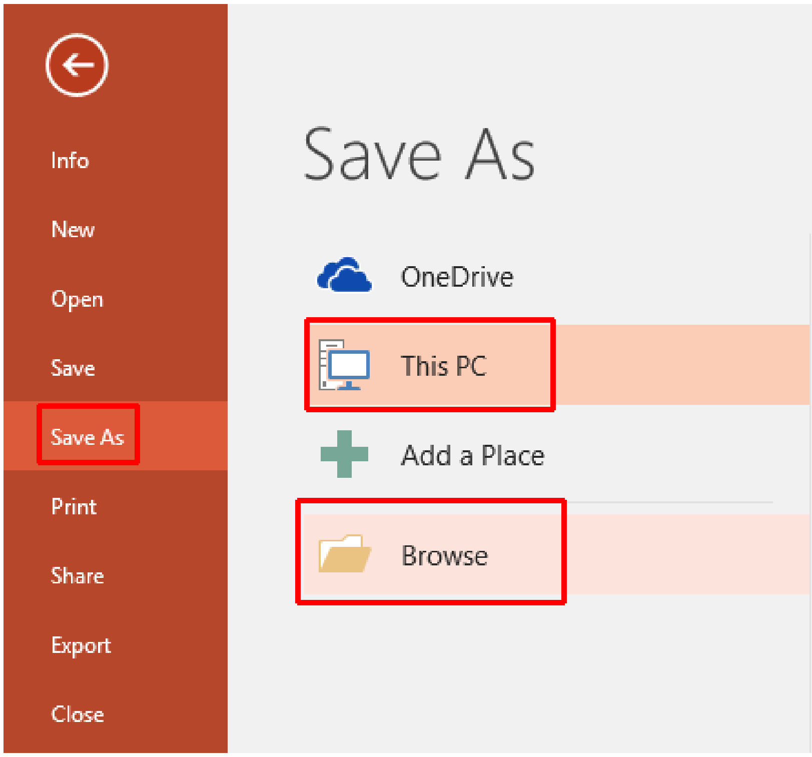

File
Home
Insert
Design
Tran
Paste
Cut
Copy
Format Painter
New Slide
Layout
Reset
Section

Saving a presentation

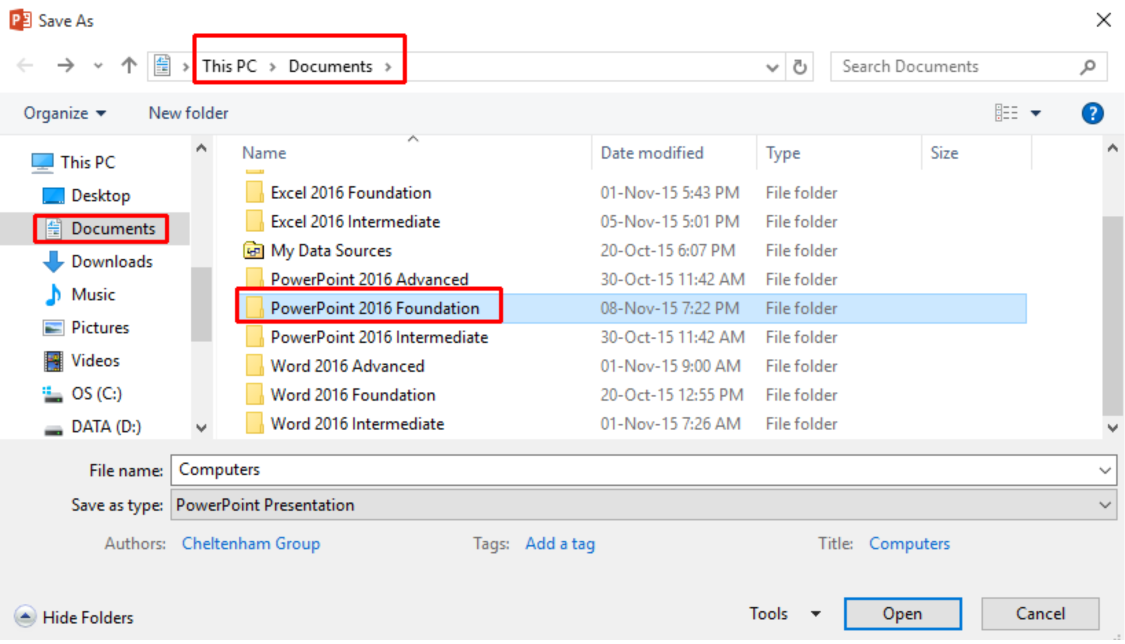
- You have created your first presentation. You now need to save this presentation to your hard disk. To do this click on the **Save** icon towards the top-left of your screen.


File
Home
Insert
Design
Trans
Paste
Cut
Copy
Format Painter
New Slide
Layout
Reset
Section
Clipboard
Slides

- The **Save As** screen will be displayed,


Info
New
Open
Save
Save As
Print
Share
Export
Close
Save As
OneDrive
This PC
Add a Place
Browse

- Click on the **This PC** item and then click on the **Browse** button.
- You will see the **Save As** dialog box displayed, similar to the illustration below.

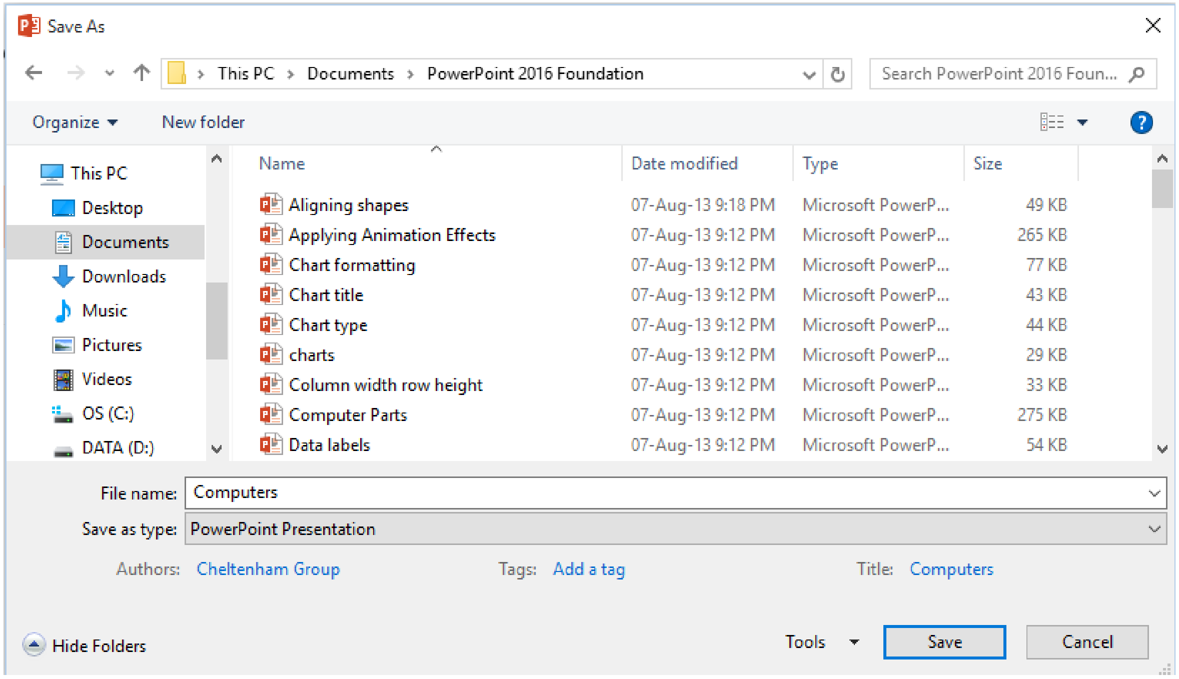

Save As
This PC › Documents ›
Search Documents
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Hide Folders
Tools
Open
Cancel

Name	Date modified	Type	Size
Excel 2016 Foundation	01-Nov-15 5:43 PM	File folder	
Excel 2016 Intermediate	05-Nov-15 5:01 PM	File folder	
My Data Sources	20-Oct-15 6:07 PM	File folder	
PowerPoint 2016 Advanced	30-Oct-15 11:42 AM	File folder	
PowerPoint 2016 Foundation	08-Nov-15 7:22 PM	File folder	
PowerPoint 2016 Intermediate	30-Oct-15 11:42 AM	File folder	
Word 2016 Advanced	01-Nov-15 9:00 AM	File folder	
Word 2016 Foundation	20-Oct-15 12:55 PM	File folder	
Word 2016 Intermediate	01-Nov-15 7:26 AM	File folder	

File name: Computers
Save as type: PowerPoint Presentation
Authors: Cheltenham Group
Tags: Add a tag
Title: Computers

- If necessary, scroll down the list of folders displayed within the right side of the dialog box until you can see your samples folder called **PowerPoint 2016 Foundation**.

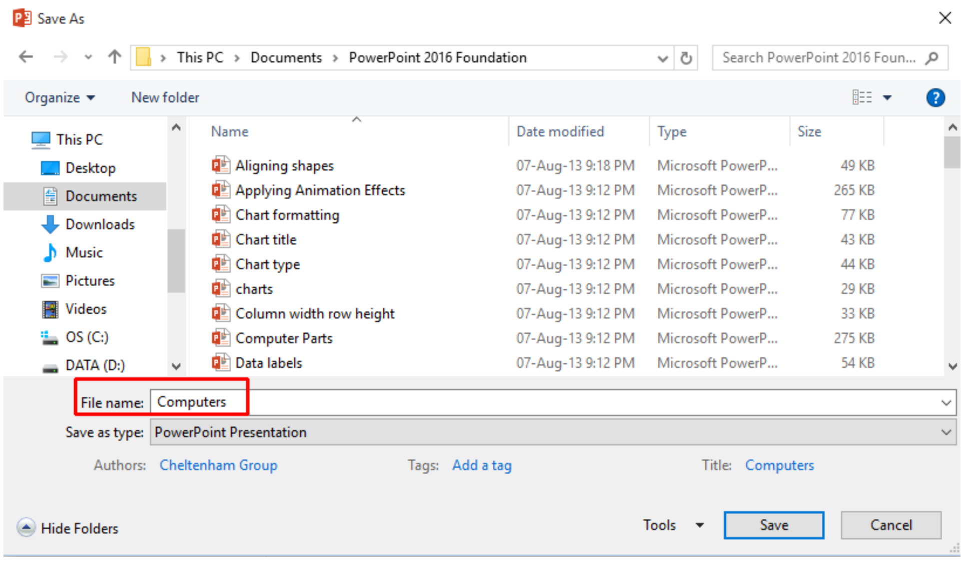
- Double click on the **PowerPoint 2016 Foundation** folder to change to that folder. You will see the sample files listed in that folder, as illustrated.


Save As
This PC > Documents > PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Hide Folders
Tools
Save
Cancel

Name	Date modified	Type	Size
Aligning shapes	07-Aug-13 9:18 PM	Microsoft PowerP...	49 KB
Applying Animation Effects	07-Aug-13 9:12 PM	Microsoft PowerP...	265 KB
Chart formatting	07-Aug-13 9:12 PM	Microsoft PowerP...	77 KB
Chart title	07-Aug-13 9:12 PM	Microsoft PowerP...	43 KB
Chart type	07-Aug-13 9:12 PM	Microsoft PowerP...	44 KB
charts	07-Aug-13 9:12 PM	Microsoft PowerP...	29 KB
Column width row height	07-Aug-13 9:12 PM	Microsoft PowerP...	33 KB
Computer Parts	07-Aug-13 9:12 PM	Microsoft PowerP...	275 KB
Data labels	07-Aug-13 9:12 PM	Microsoft PowerP...	54 KB

File name: Computers
Save as type: PowerPoint Presentation
Authors: Cheltenham Group
Tags: Add a tag
Title: Computers

- Notice that the file name suggested by PowerPoint in the **File Name** section of the dialog box is **Computers**.


Save As
This PC > Documents > PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Hide Folders
Tools
Save
Cancel

Name	Date modified	Type	Size
Aligning shapes	07-Aug-13 9:18 PM	Microsoft PowerP...	49 KB
Applying Animation Effects	07-Aug-13 9:12 PM	Microsoft PowerP...	265 KB
Chart formatting	07-Aug-13 9:12 PM	Microsoft PowerP...	77 KB
Chart title	07-Aug-13 9:12 PM	Microsoft PowerP...	43 KB
Chart type	07-Aug-13 9:12 PM	Microsoft PowerP...	44 KB
charts	07-Aug-13 9:12 PM	Microsoft PowerP...	29 KB
Column width row height	07-Aug-13 9:12 PM	Microsoft PowerP...	33 KB
Computer Parts	07-Aug-13 9:12 PM	Microsoft PowerP...	275 KB
Data labels	07-Aug-13 9:12 PM	Microsoft PowerP...	54 KB

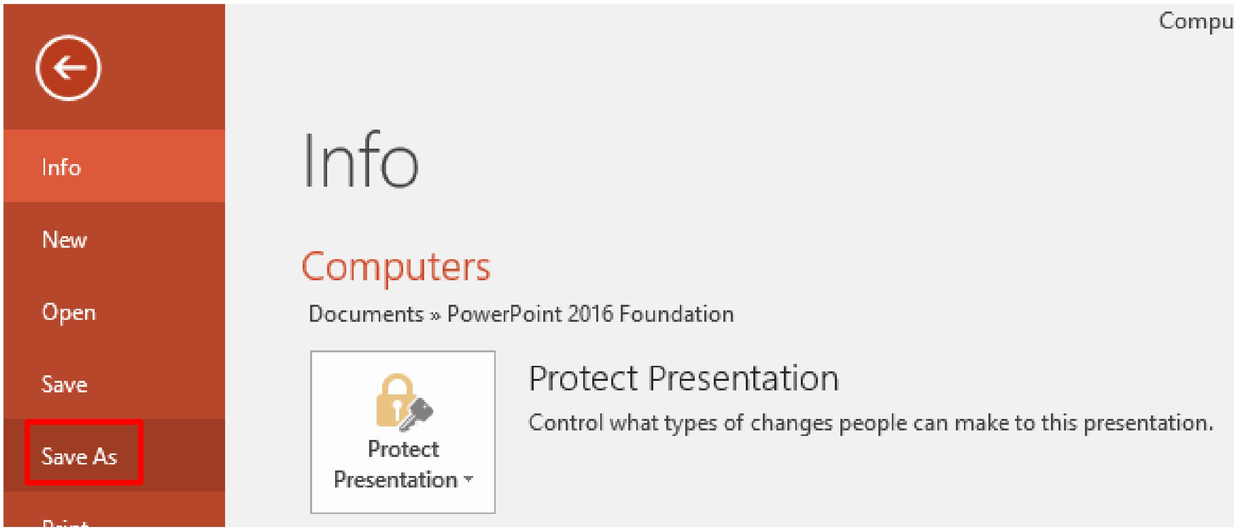
File name: Computers
Save as type: PowerPoint Presentation
Authors: Cheltenham Group
Tags: Add a tag
Title: Computers

This name is taken from the title you typed into your first slide. Click on the **Save** button to save the presentation to your disk.

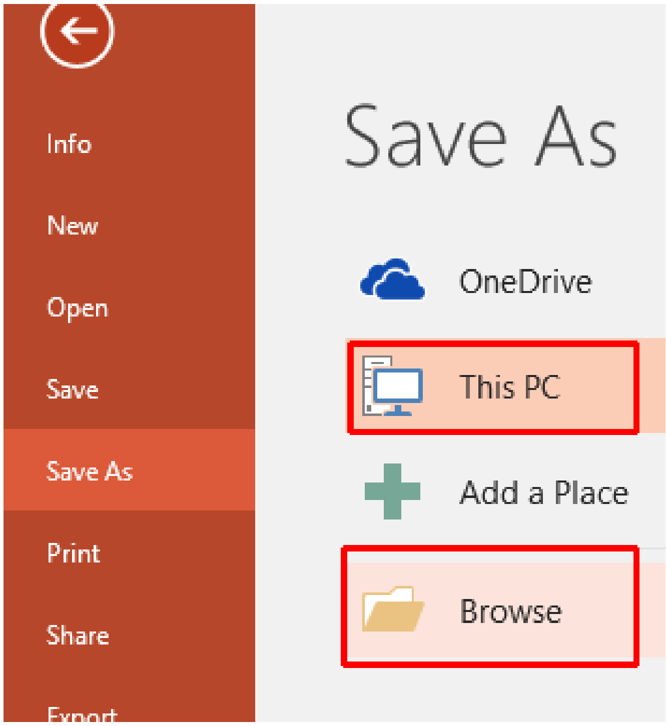
TIP: Now that you have named your presentation, in future clicking on the **Save** icon will not ask you for a file name, but will automatically use the existing file name and overwrite the contents of the version of the presentation that you have saved on disk.

Saving a presentation using a different name

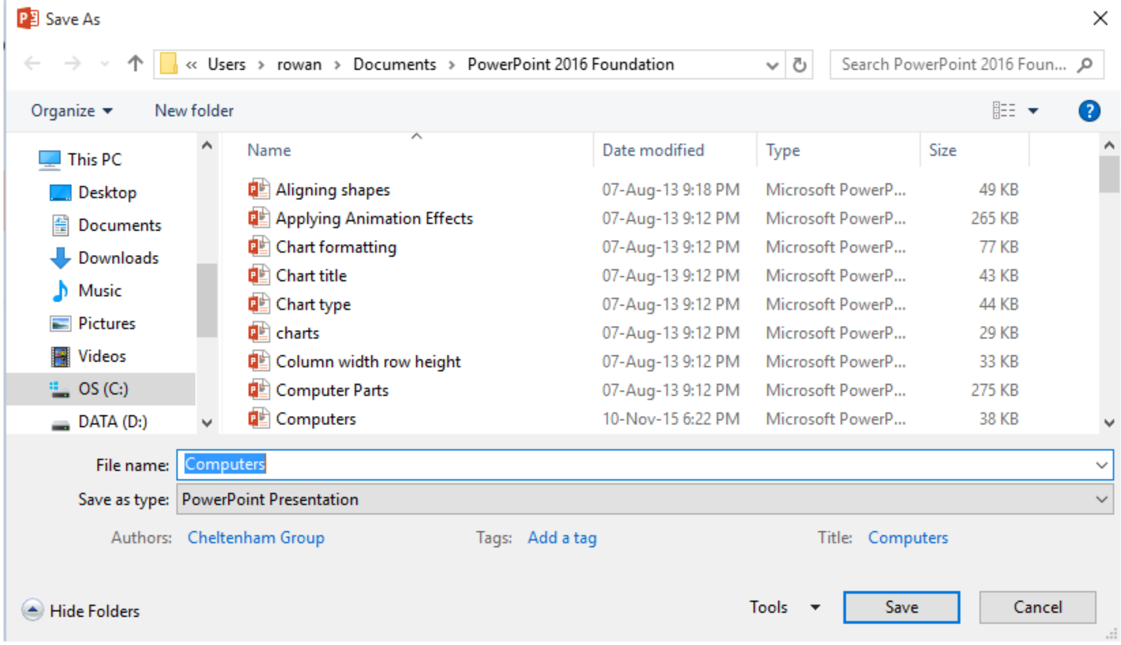
- Sometimes you may like to have different versions of a presentation saved on disk. To save the presentation using a different file name, click on the **File Tab** (top-left or your screen) and from the options displayed click on the **Save As** button.


Compu
Info
New
Open
Save
Save As
Info
Computers
Documents » PowerPoint 2016 Foundation
Protect Presentation
Protect Presentation
Control what types of changes people can make to this presentation.

- This will display the **Save As** screen.


Info
New
Open
Save
Save As
Print
Share
Export
Save As
OneDrive
This PC
Add a Place
Browse

- Click on **This PC** and then click on the **Browse** button. This will display the **Save As** dialog box.


Save As
« Users › rowan › Documents › PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize ▾
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Hide Folders
Tools ▾
Save
Cancel

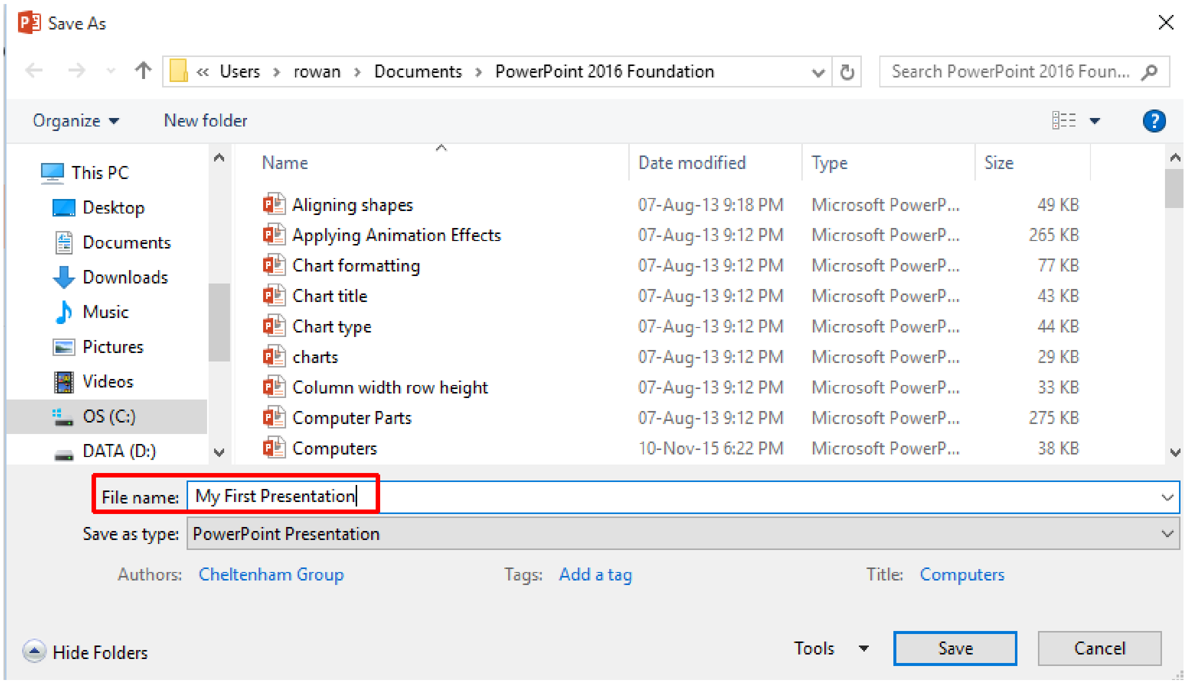
Name	Date modified	Type	Size
Aligning shapes	07-Aug-13 9:18 PM	Microsoft PowerP...	49 KB
Applying Animation Effects	07-Aug-13 9:12 PM	Microsoft PowerP...	265 KB
Chart formatting	07-Aug-13 9:12 PM	Microsoft PowerP...	77 KB
Chart title	07-Aug-13 9:12 PM	Microsoft PowerP...	43 KB
Chart type	07-Aug-13 9:12 PM	Microsoft PowerP...	44 KB
charts	07-Aug-13 9:12 PM	Microsoft PowerP...	29 KB
Column width row height	07-Aug-13 9:12 PM	Microsoft PowerP...	33 KB
Computer Parts	07-Aug-13 9:12 PM	Microsoft PowerP...	275 KB
Computers	10-Nov-15 6:22 PM	Microsoft PowerP...	38 KB

File name: Computers

Save as type: PowerPoint Presentation

Authors: Cheltenham Group Tags: Add a tag Title: Computers

- Within the **File name** section of the dialog box, enter a new name such as **My First Presentation**.


Save As
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Hide Folders
Tools
Save
Cancel

« Users › rowan › Documents › PowerPoint 2016 Foundation

Search PowerPoint 2016 Foun...

Name	Date modified	Type	Size
Aligning shapes	07-Aug-13 9:18 PM	Microsoft PowerP...	49 KB
Applying Animation Effects	07-Aug-13 9:12 PM	Microsoft PowerP...	265 KB
Chart formatting	07-Aug-13 9:12 PM	Microsoft PowerP...	77 KB
Chart title	07-Aug-13 9:12 PM	Microsoft PowerP...	43 KB
Chart type	07-Aug-13 9:12 PM	Microsoft PowerP...	44 KB
charts	07-Aug-13 9:12 PM	Microsoft PowerP...	29 KB
Column width row height	07-Aug-13 9:12 PM	Microsoft PowerP...	33 KB
Computer Parts	07-Aug-13 9:12 PM	Microsoft PowerP...	275 KB
Computers	10-Nov-15 6:22 PM	Microsoft PowerP...	38 KB

File name: My First Presentation

Save as type: PowerPoint Presentation

Authors: Cheltenham Group Tags: Add a tag Title: Computers

- Click on the **Save** button to save the presentation.

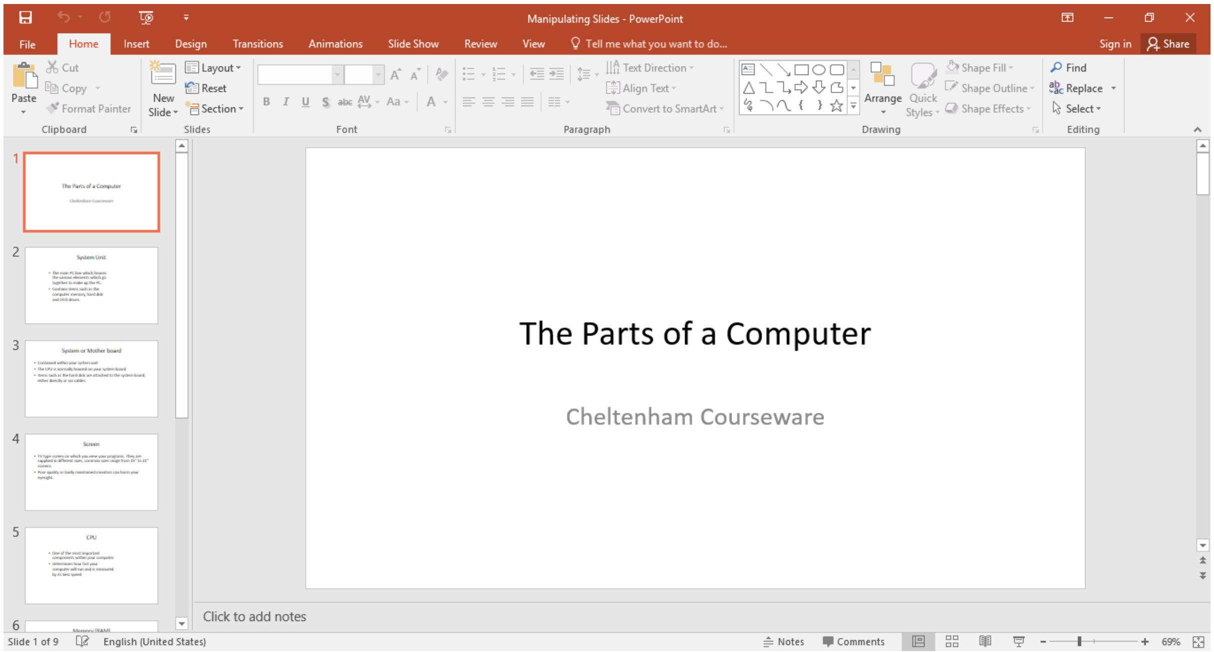
  You now have two copies of the presentation saved to disk. The first one is saved as a file called **Computers**, while the second copy is saved as a file called **My First Presentation**.

- Close your presentation and close PowerPoint.

Manipulating slides within PowerPoint

Inserting slides with a particular slide layout

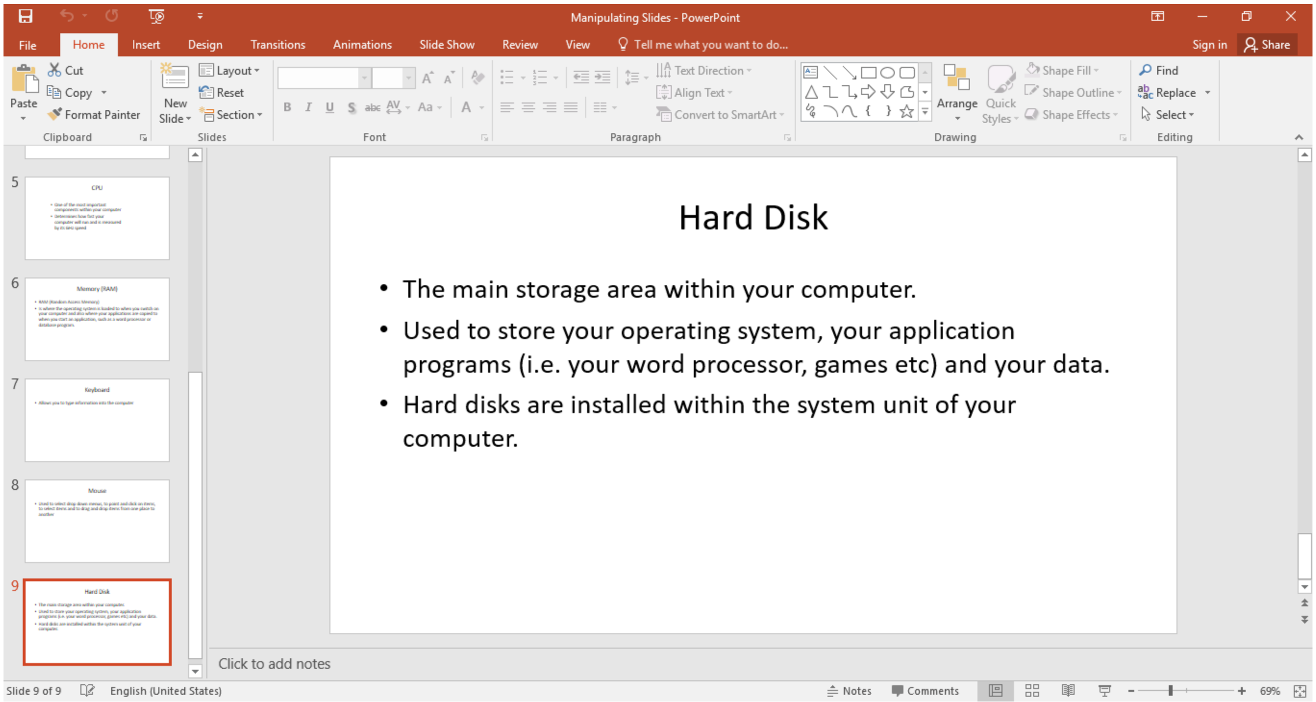
- Start PowerPoint and open the presentation called **Manipulating Slides**.


Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
1
2
3
4
5
6
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

The Parts of a Computer

Cheltenham Courseware

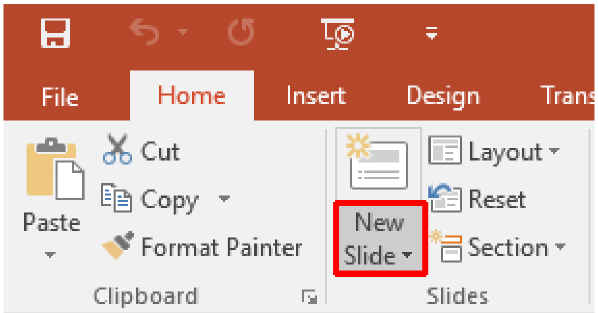
- Display the last slide within the presentation.


Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
5
6
7
8
9
Click to add notes
Slide 9 of 9
English (United States)
Notes
Comments
69%

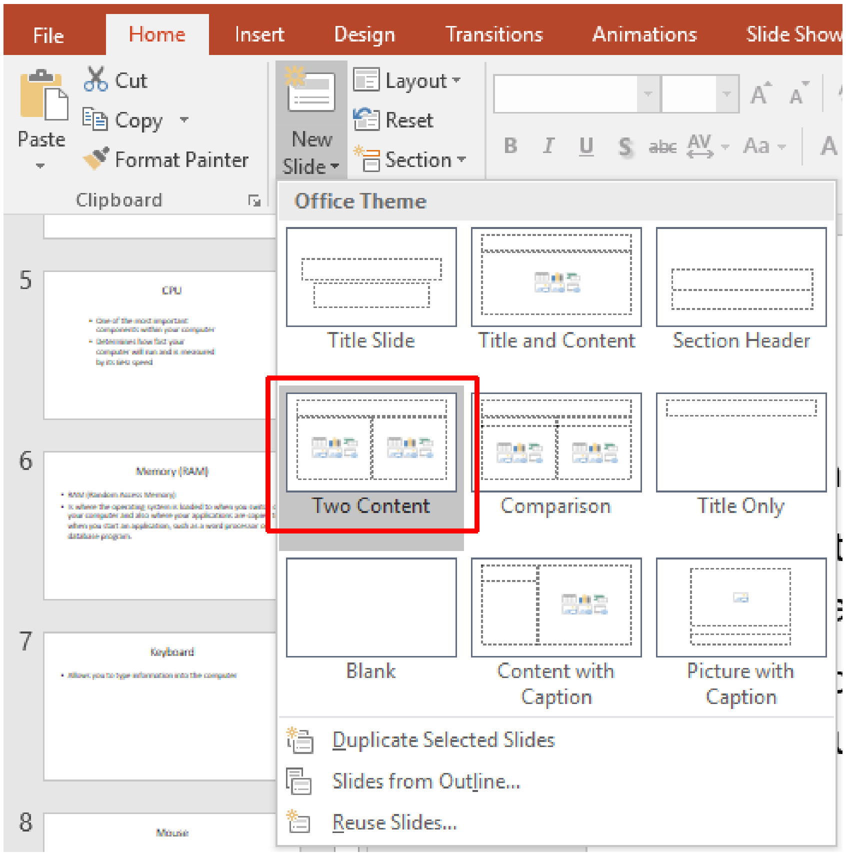
Hard Disk

- The main storage area within your computer.
- Used to store your operating system, your application programs (i.e. your word processor, games etc) and your data.
- Hard disks are installed within the system unit of your computer.

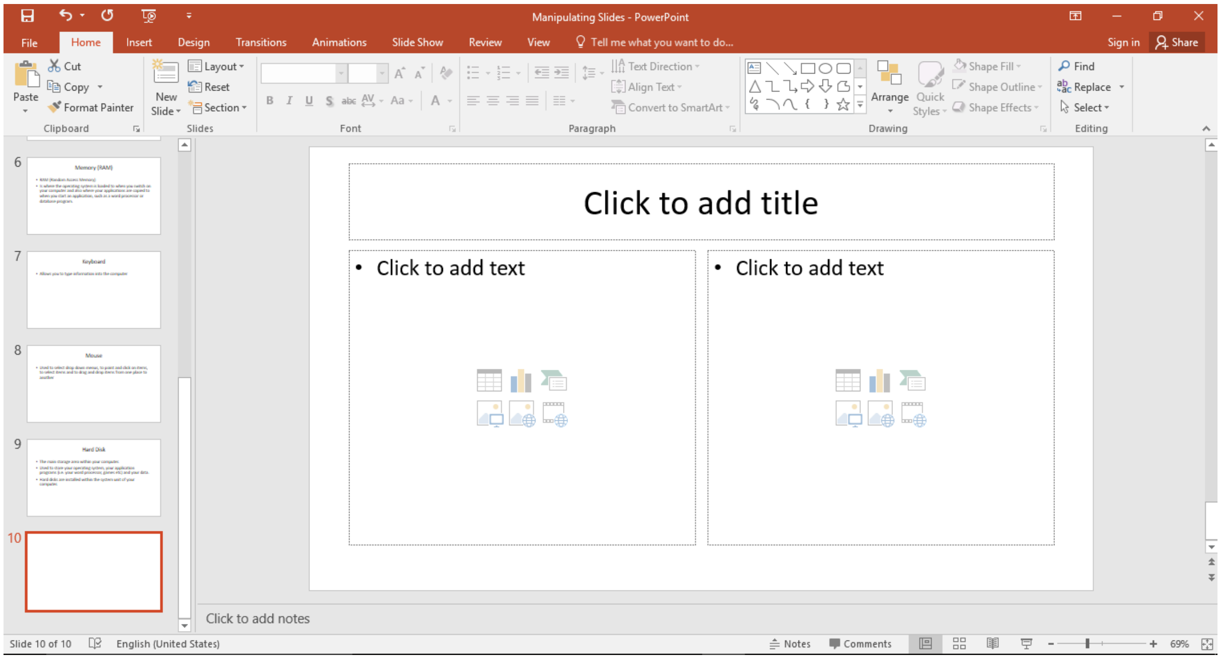
- Click on the bottom part of the **New Slide** button (the part displaying the text **New Slide**).


File
Home
Insert
Design
Trans
Paste
Cut
Copy
Format Painter
Clipboard
New
Slide
Layout
Reset
Section
Slides

This will display a drop down allowing you to select the type of slide layout that you wish to insert. Select the **Two Content** option as illustrated.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Duplicate Selected Slides
Slides from Outline...
Reuse Slides...
5
CPU
6
Memory (RAM)
7
Keyboard
8
Mouse

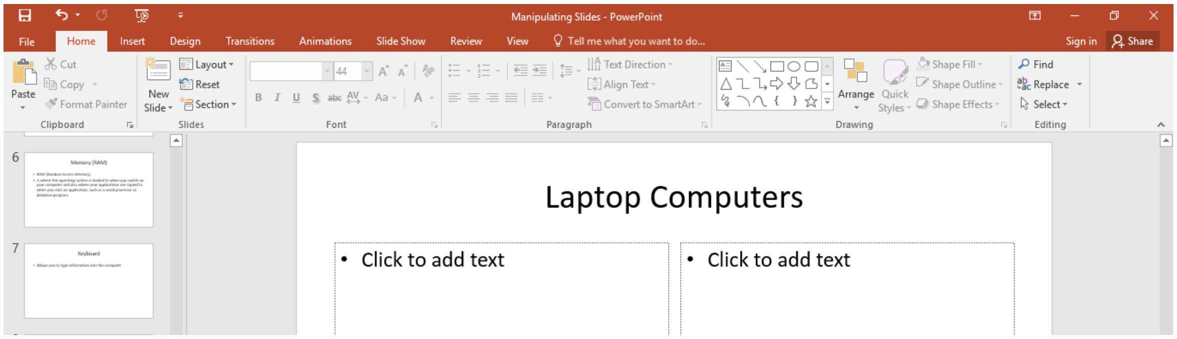
- Your screen will now look like this:


Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
6
Memory (RAM)
7
Keyboard
8
Mouse
9
Hard Disk
10
Click to add title
Click to add text
Click to add text
Click to add notes
Slide 10 of 10
English (United States)
Notes
Comments
69%

- Click within the **title** area of the slide and insert the following title.

  Laptop Computers

- Your screen will now look like this.



Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
6
7

Laptop Computers

- Click to add text

- Click to add text

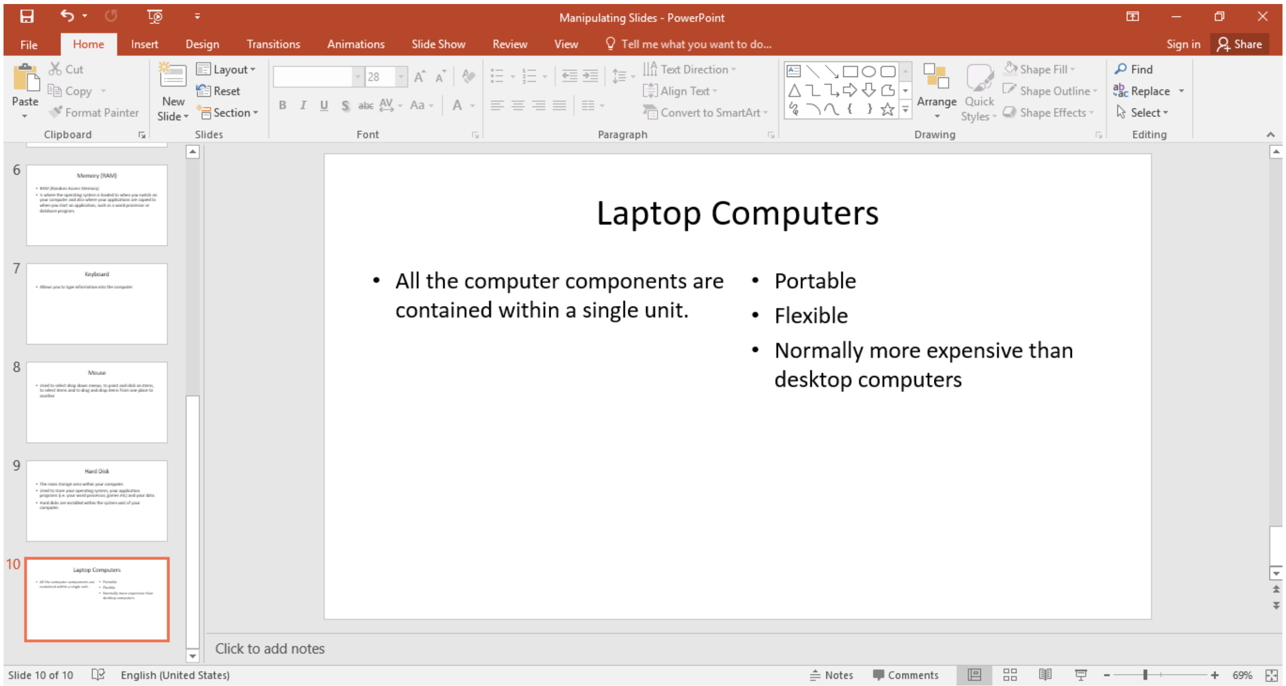
- Click within the left '*Add text*' area and add the following text.

  All the computer components are contained within a single unit.

- Click within the right '***Add text***' area and add the following three lines of text.

  Portable
  Flexible
  Normally more expensive than desktop computers

- The slide will look like this.



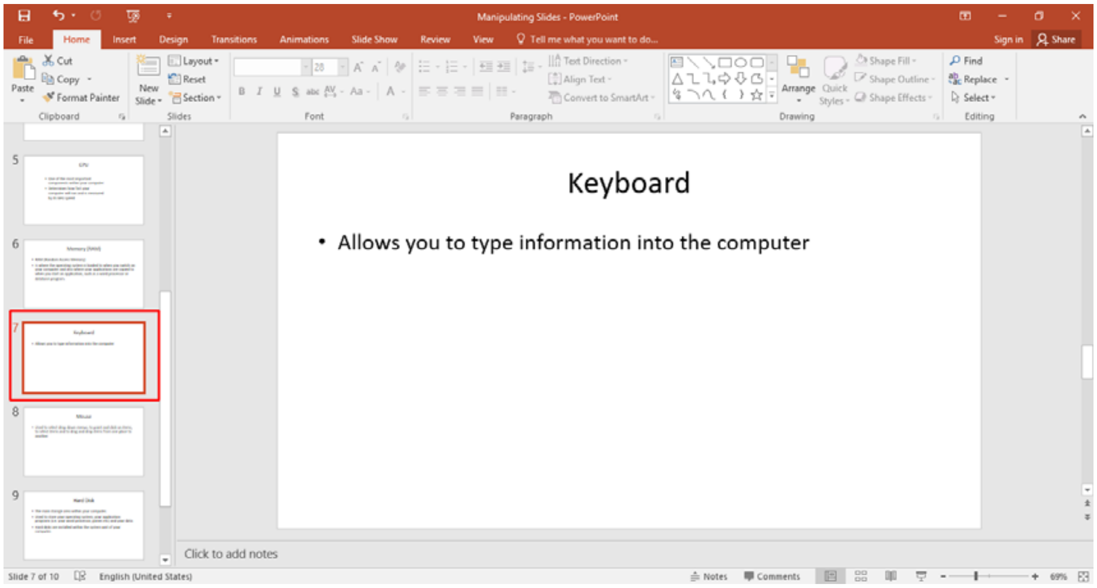
Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
6
7
8
9
10
Click to add notes
Slide 10 of 10
English (United States)
Notes
Comments
69%

Laptop Computers

- All the computer components are contained within a single unit.
- Portable
- Flexible
- Normally more expensive than desktop computers

Modifying the slide layout

- Display the slide displaying information about the **Keyboard**. To do this scroll through the thumbnail list, displayed within the left side of the window and click on the slide titled ‘**Keyboard**’.

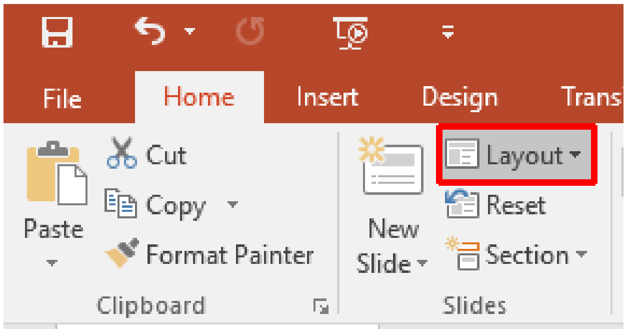


Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
5
6
7
8
9
Click to add notes
Slide 7 of 10
English (United States)
Notes
Comments
69%

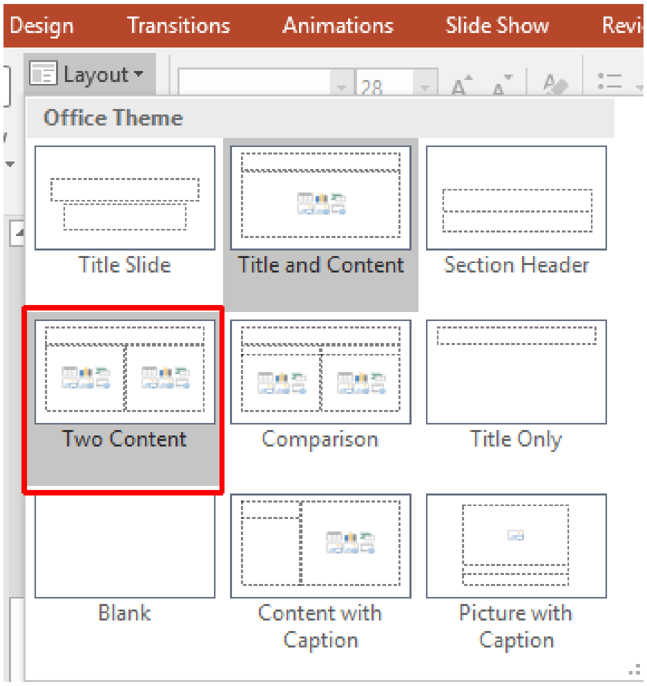
Keyboard

- Allows you to type information into the computer

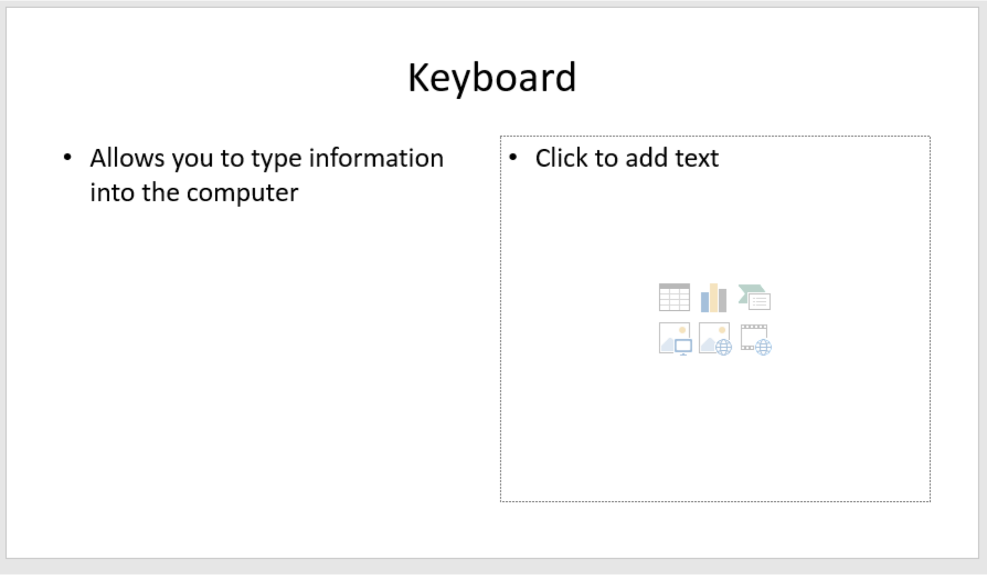
- Within the **Home** tab, click on the **Layout** button.


File
Home
Insert
Design
Trans
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides

- From the drop down options select **Two Content**.


Design
Transitions
Animations
Slide Show
Revi
Layout
28
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption

The layout will change as illustrated.



Keyboard

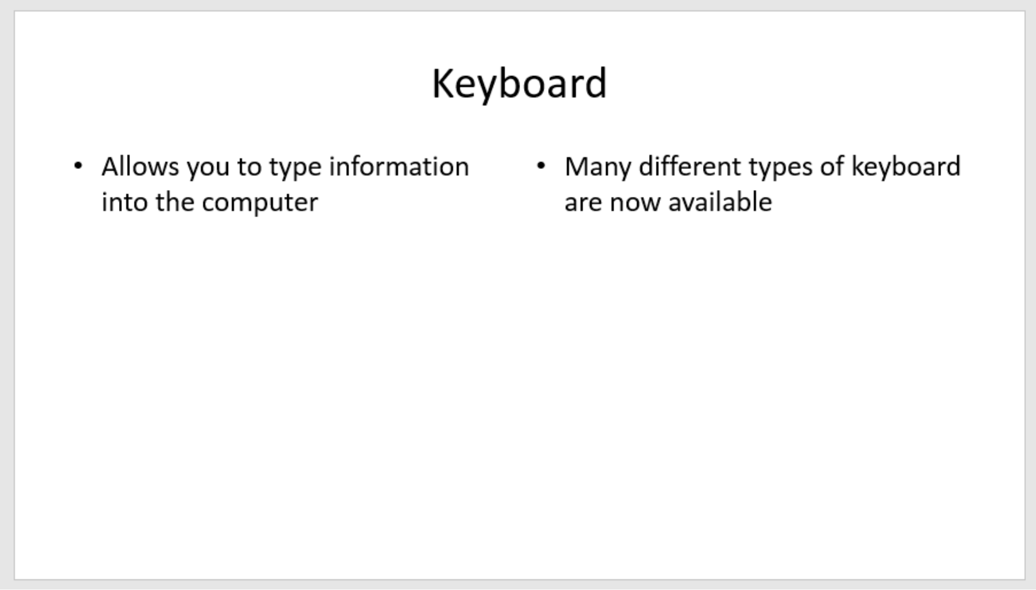
- Allows you to type information into the computer

- Click to add text

- You can click within the right hand text area and add more text such as:

  Many different types of keyboard are now available.

- Your screen will now look like this.



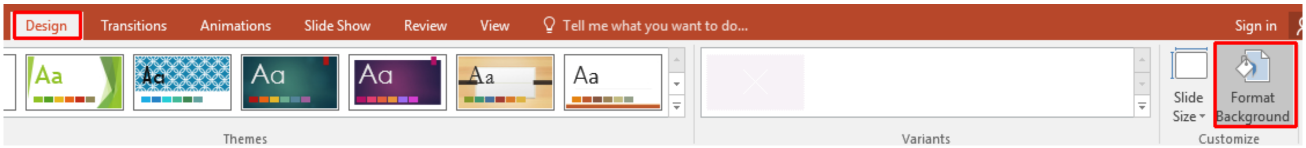
Keyboard

- Allows you to type information into the computer

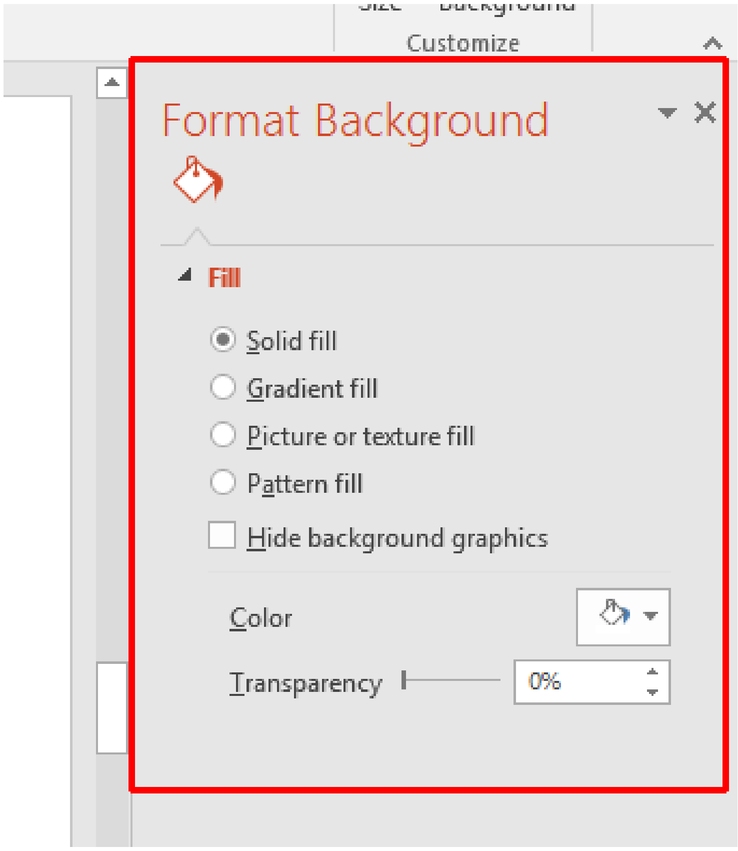
- Many different types of keyboard are now available

Changing the background color on the active slide

- Make sure that the slide relating to the **Keyboard** is displayed.
- Click on the **Design** tab and then click on the **Format Background** button.


Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Themes
Variants
Slide Size
Format Background
Customize

- This will display the **Format Background** pane to the right of the screen.


Customize
Format Background

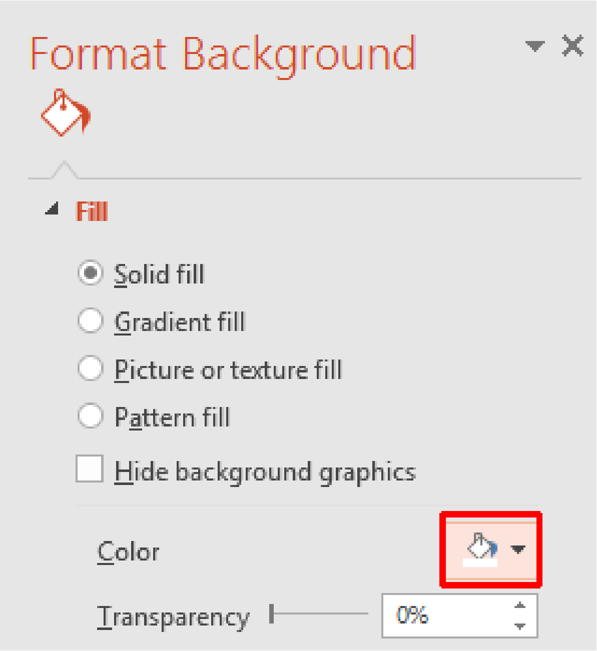
Fill

● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
☐ Hide background graphics

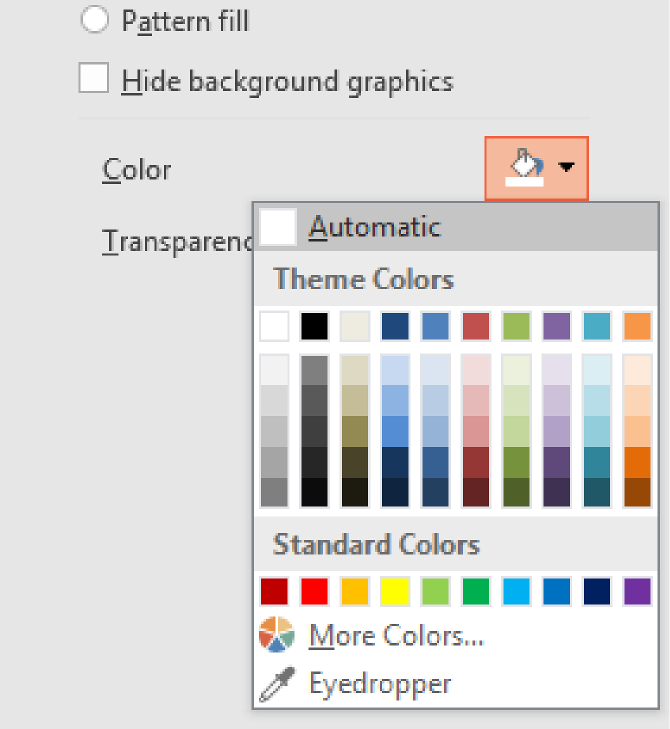
Color

Transparency 0%

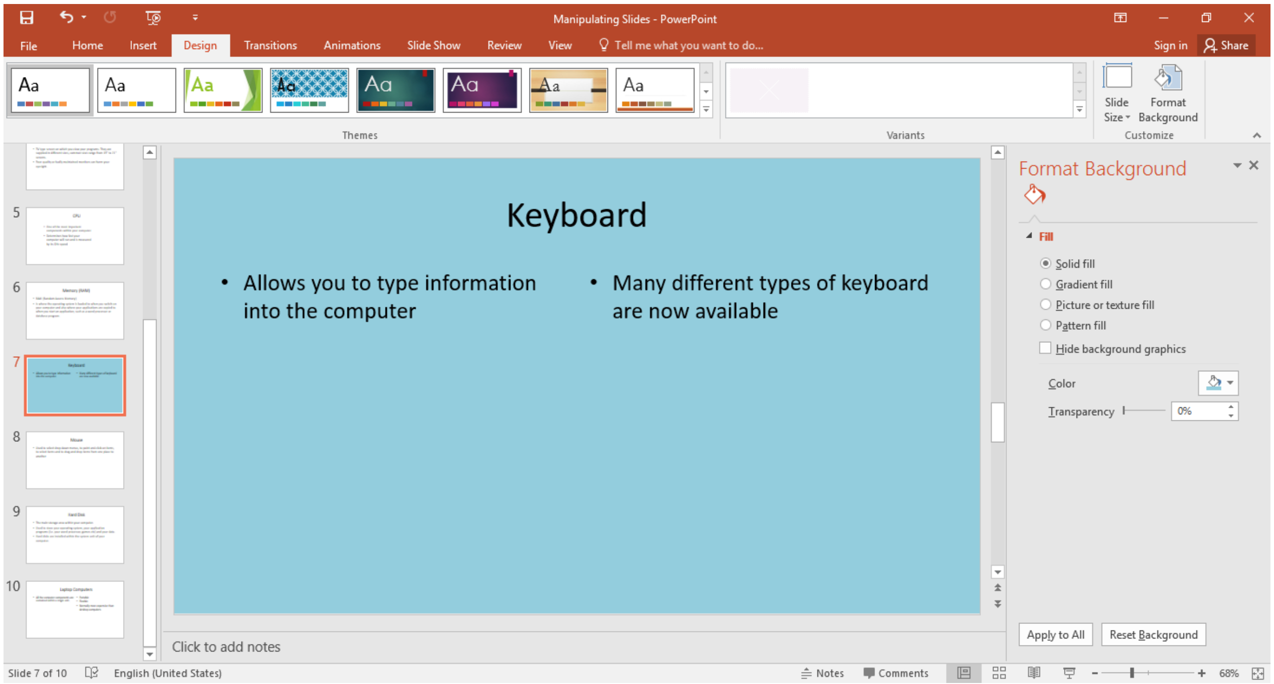
- Click on the **down arrow** to the right of the **Color** section.


Format Background
Fill
● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
☐ Hide background graphics
Color
Transparency
0%

- This will display a drop down from which you can select a color. Select a light blue color.


○ Pattern fill
☐ Hide background graphics
Color
Transparency
Automatic
Theme Colors
Standard Colors
More Colors...
Eyedropper

- As you can see from looking at the left of your screen, this color has only been applied to the active slide.



Keyboard

- Allows you to type information into the computer
- Many different types of keyboard are now available

Format Background

Fill

● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
☐ Hide background graphics

Color

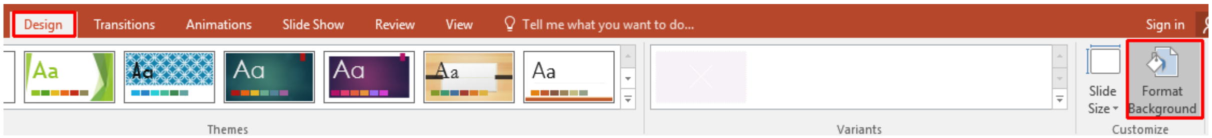
Transparency 0%

Manipulating Slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
Click to add notes
Apply to All
Reset Background
Slide 7 of 10
English (United States)
Notes
Comments
68%

- Scroll up and down through your presentation to confirm that only the slide relating to the **Keyboard** has a light blue background.

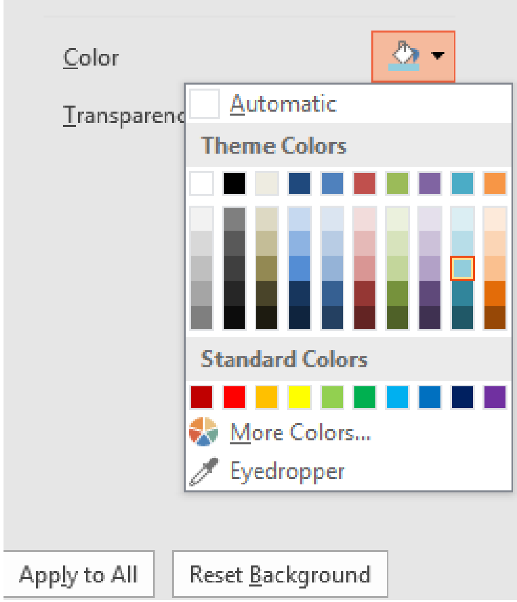
Changing background color on all the slides within a presentation

- Click on the **Design** tab and then click on the **Format Background** button.

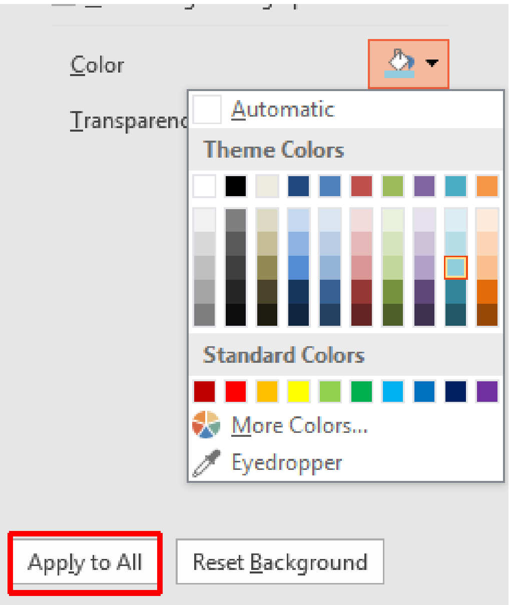


Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Themes
Variants
Slide Size
Format Background
Customize

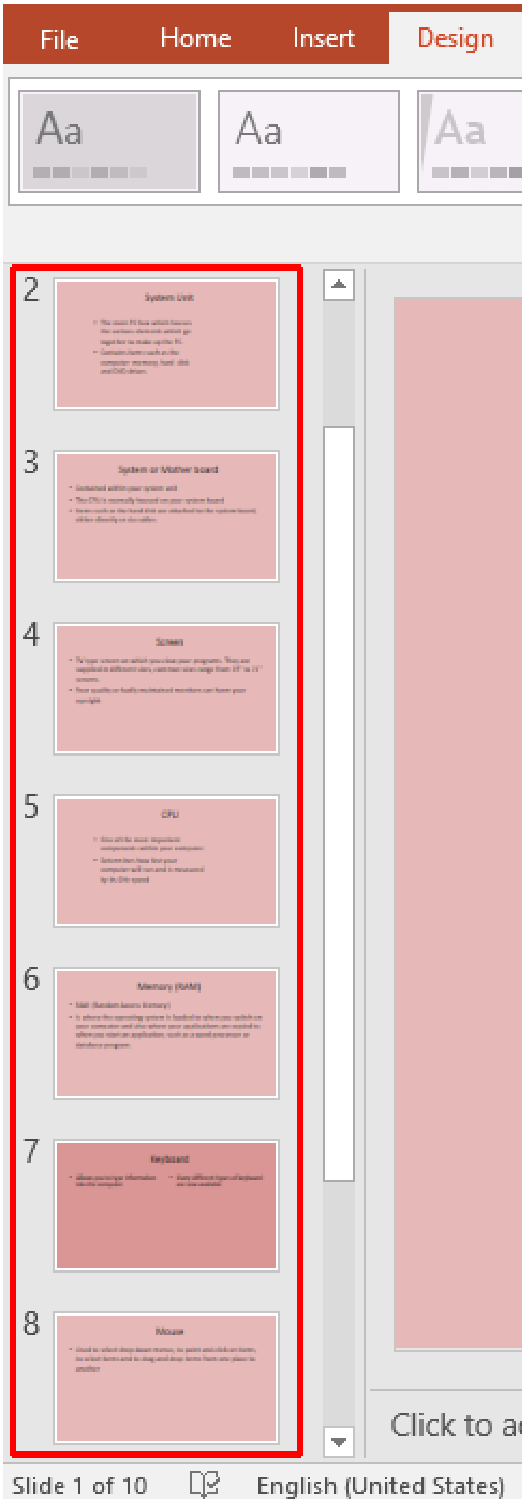
- This will display the **Format Background** side pane to the right of the screen.
- Click on the **down arrow** to the right of the **Color** section. This will display a drop down from which you can select a color. This time select a light red color.


Color
Transparency
Automatic
Theme Colors
Standard Colors
More Colors...
Eyedropper
Apply to All
Reset Background

- Click on the **Apply to All** button (towards the bottom of the screen).


Color
Transparency
Automatic
Theme Colors
Standard Colors
More Colors...
Eyedropper
Apply to All
Reset Background

- As you can see from looking at the left of your screen all the slides now have a light red background.

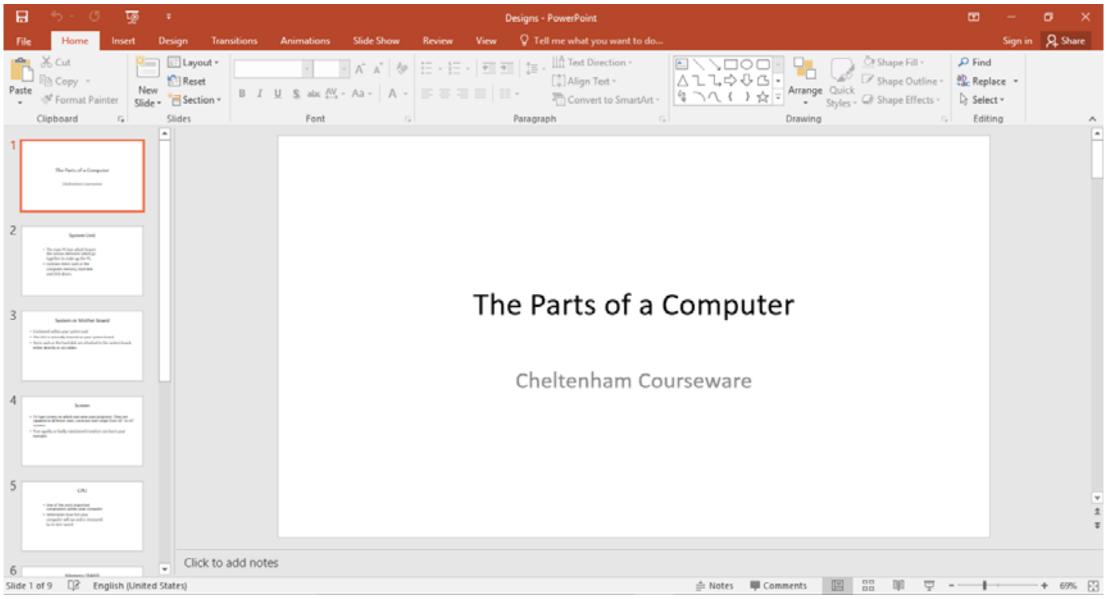

File
Home
Insert
Design
Aa
Aa
Aa
2
System Unit
3
System or Mother board
4
Screen
5
CPU
6
Memory (RAM)
7
Keyboard
8
Mouse
Click to a
Slide 1 of 10
English (United States)

- Save your changes and close the presentation.

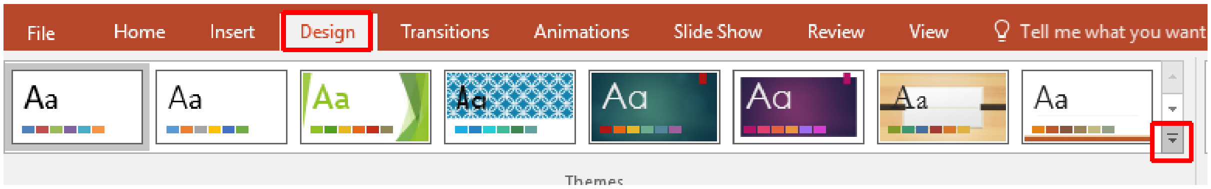
PowerPoint 2016 Design Themes

Applying a theme to a presentation

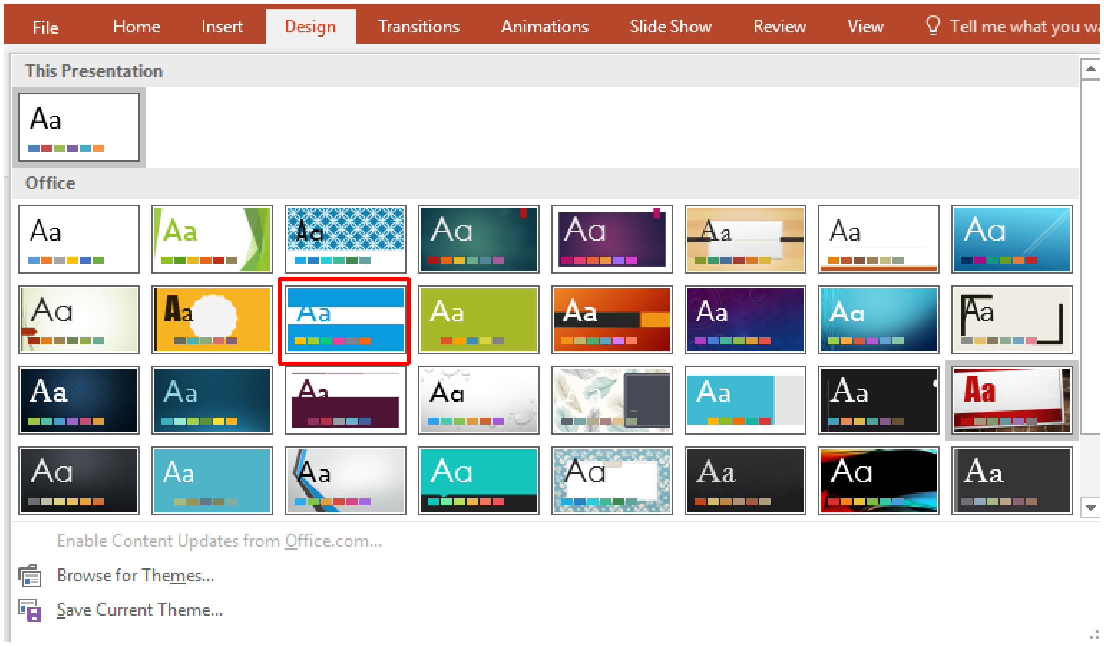
- Open a presentation called **Designs**.


Designs - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Drawing
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
The Parts of a Computer
Cheltenham Courseware
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

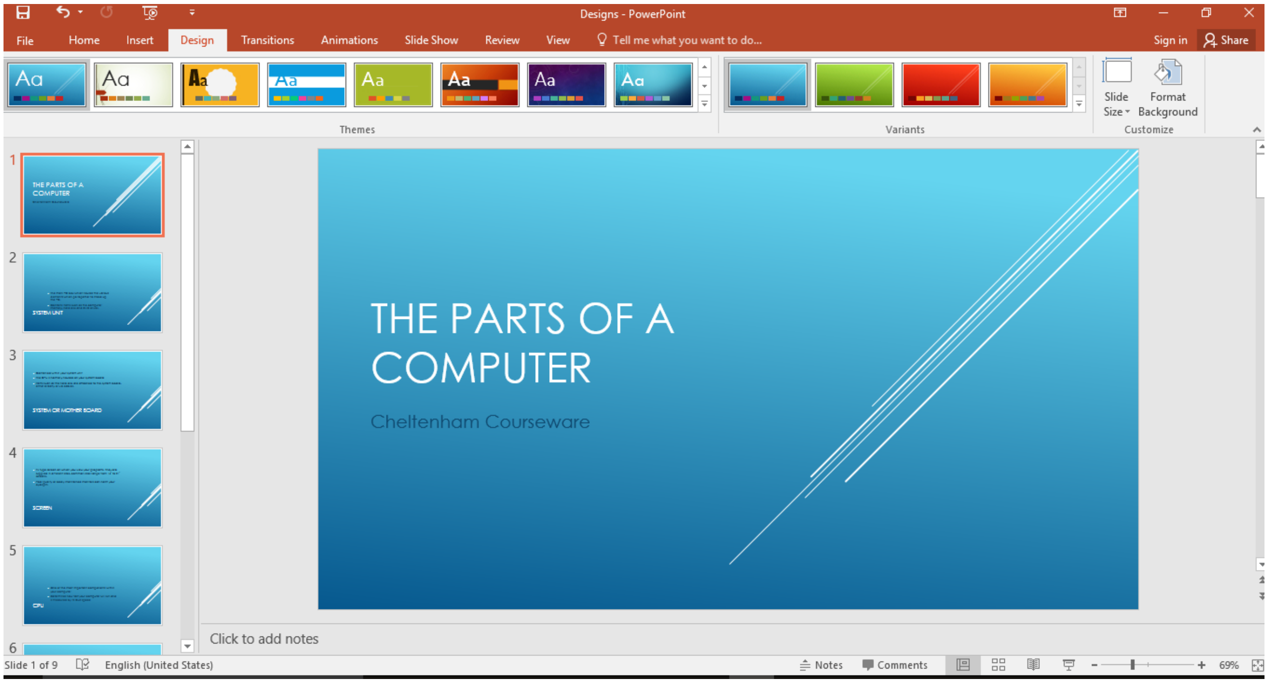
- Click on the **Design** Tab.
- Click on the **down arrow** to the right of the **Themes** section.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want
Aa
Aa
Aa
Aa
Aa
Aa
Aa
Aa
Themes

- This will display a drop down from which you can select a design type.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you wa
This Presentation
Office
Enable Content Updates from Office.com...
Browse for Themes...
Save Current Theme...

- Once you click on a design it will be applied to all your slides, as illustrated.


Designs - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

THE PARTS OF A COMPUTER

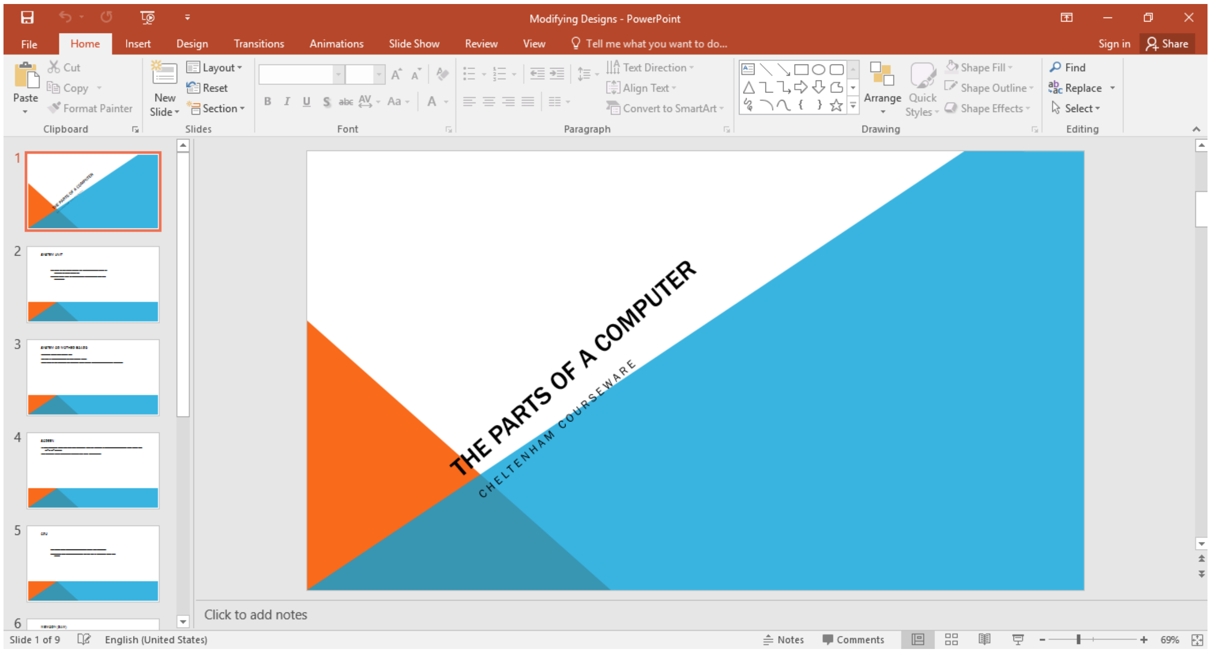
Cheltenham Courseware

As you can see with very little effort your slides suddenly look much more interesting!

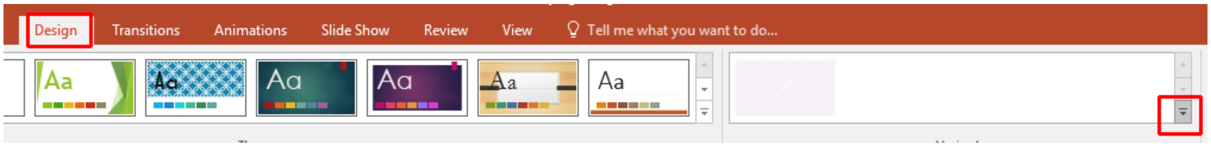
- Experiment with applying other designs to your presentation slides.
- Save your changes and close the presentation.

Modifying the theme colors

- Open a presentation called **Modifying Designs**.

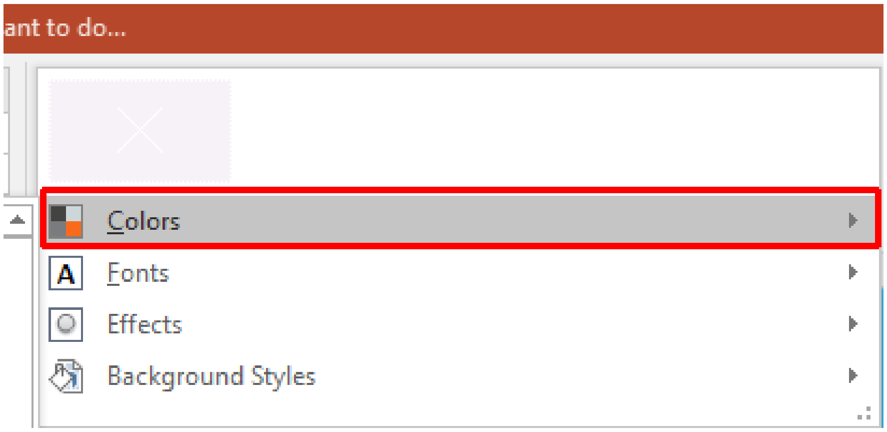


- Click on the **Design** tab and within the **Variants** group click on the **down arrow** to the right.

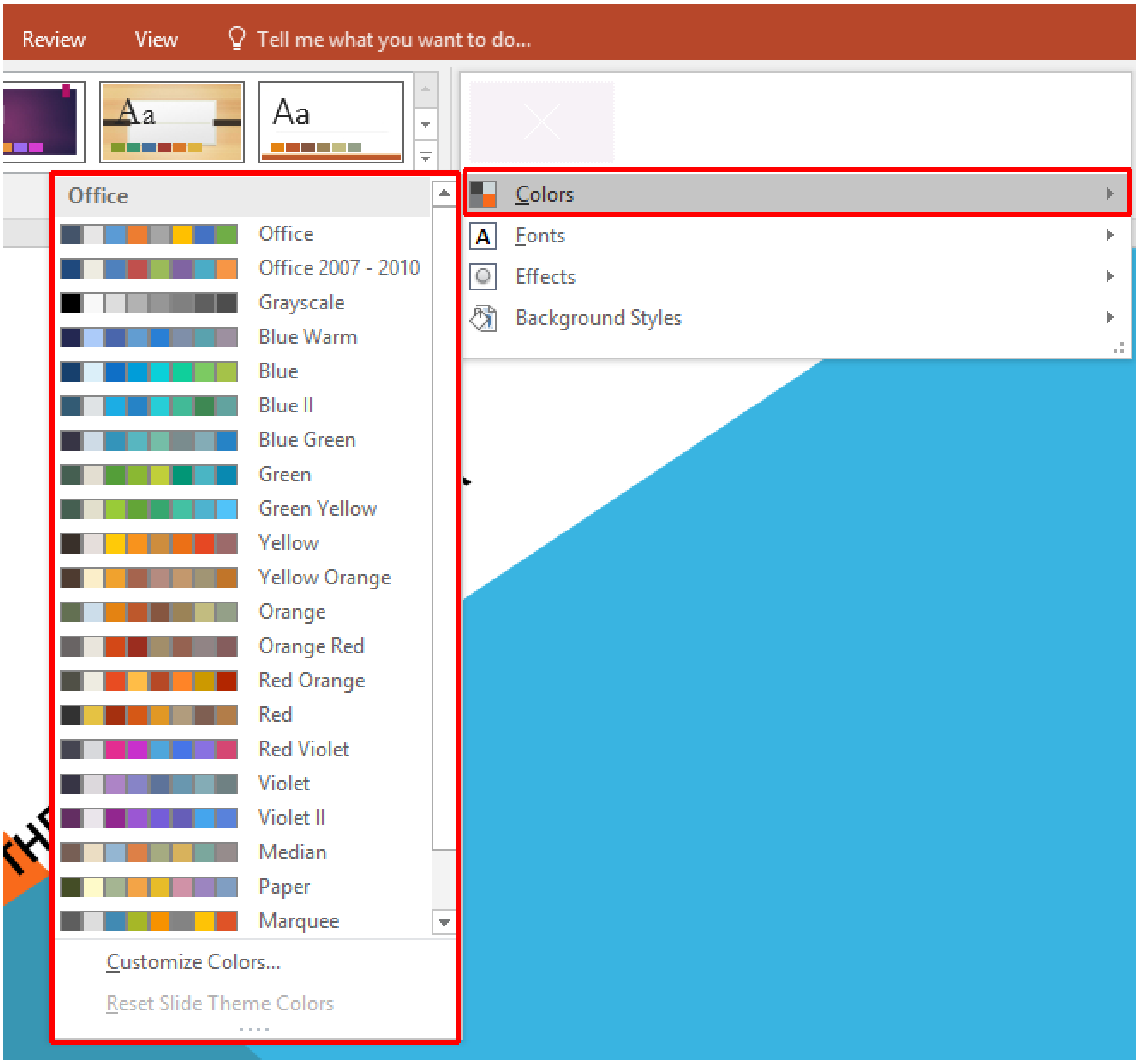


.

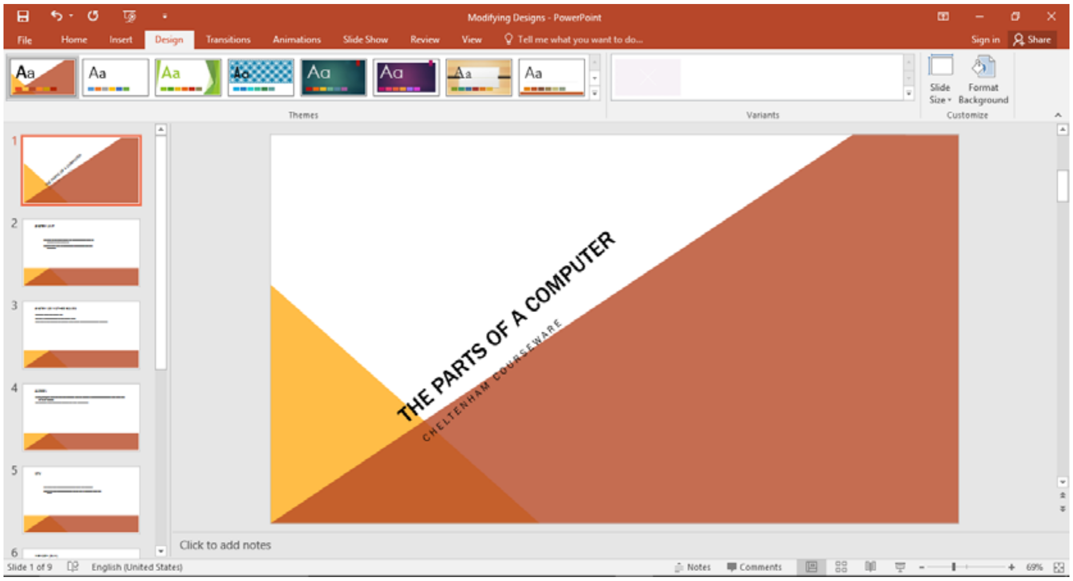
- This will display a drop down list. Move the mouse pointer over the drop down list and you click on **Colors**.


ant to do...
Colors
Fonts
Effects
Background Styles

- A drop down list of colors is displayed. Click on one of the colors to apply that color scheme.

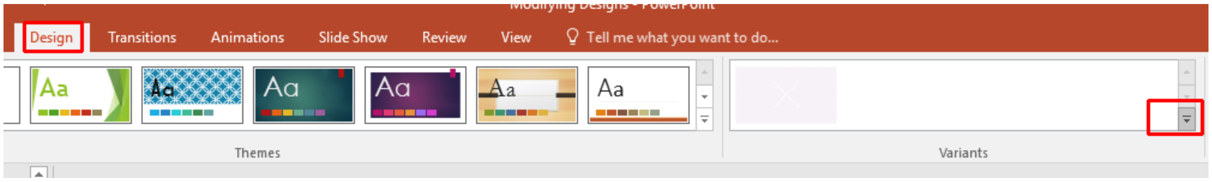

Review
View
Tell me what you want to do...
Aa
Aa
Office
Office
Office 2007 - 2010
Grayscale
Blue Warm
Blue
Blue II
Blue Green
Green
Green Yellow
Yellow
Yellow Orange
Orange
Orange Red
Red Orange
Red
Red Violet
Violet
Violet II
Median
Paper
Marquee
Customize Colors...
Reset Slide Theme Colors
Colors
Fonts
Effects
Background Styles

- Take a little time experiment with applying this feature.


Modifying Designs - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
THE PARTS OF A COMPUTER
CHELTENHAM COURSEWARE
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

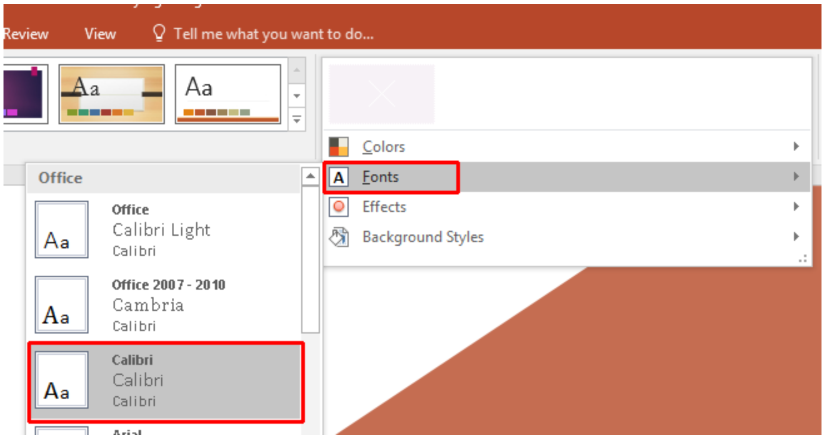
Modifying the theme fonts

- Click on the **Design** tab and within the **Variants** group click on the **down arrow** to the right.

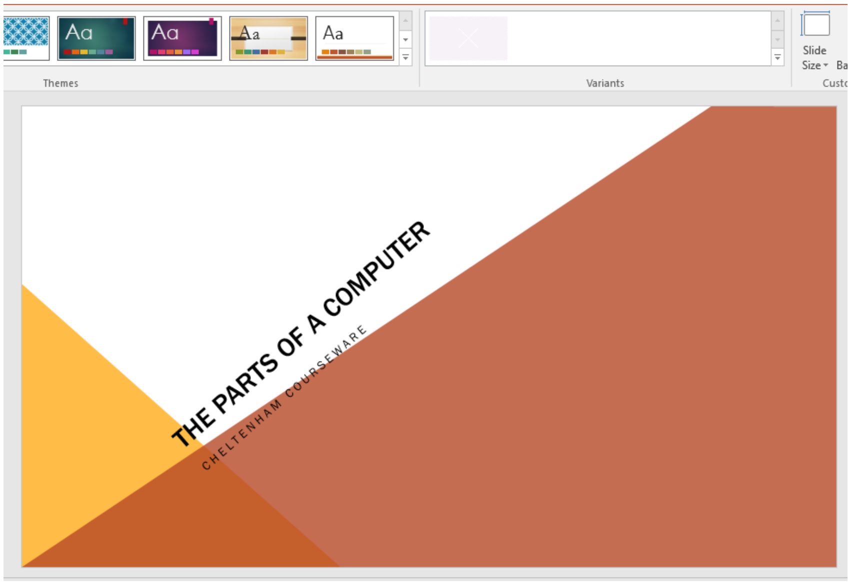

Modifying Designs - PowerPoint
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Themes
Variants

.

- This will display a drop down list. Move the mouse pointer over the drop down list and click on **Fonts**.


Review
View
Tell me what you want to do...
Colors
Fonts
Effects
Background Styles
Office
Office
Calibri Light
Calibri
Office 2007 - 2010
Cambria
Calibri
Calibri
Calibri
Calibri

- A drop down list of fonts is displayed. Click on one of the fonts to apply that font to the design.

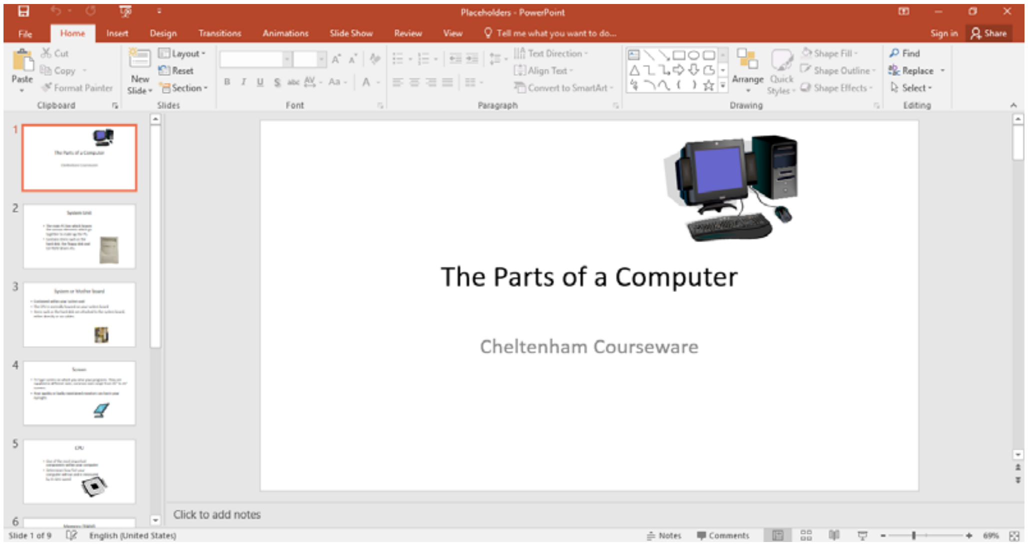

Themes
Variants
Slide Size
THE PARTS OF A COMPUTER
CHELTENHAM COURSEWARE

- Take a little time experiment with applying this feature.
- Save your changes and close the presentation.

Text Boxes (Placeholders)

Editing Text Boxes (Placeholders)

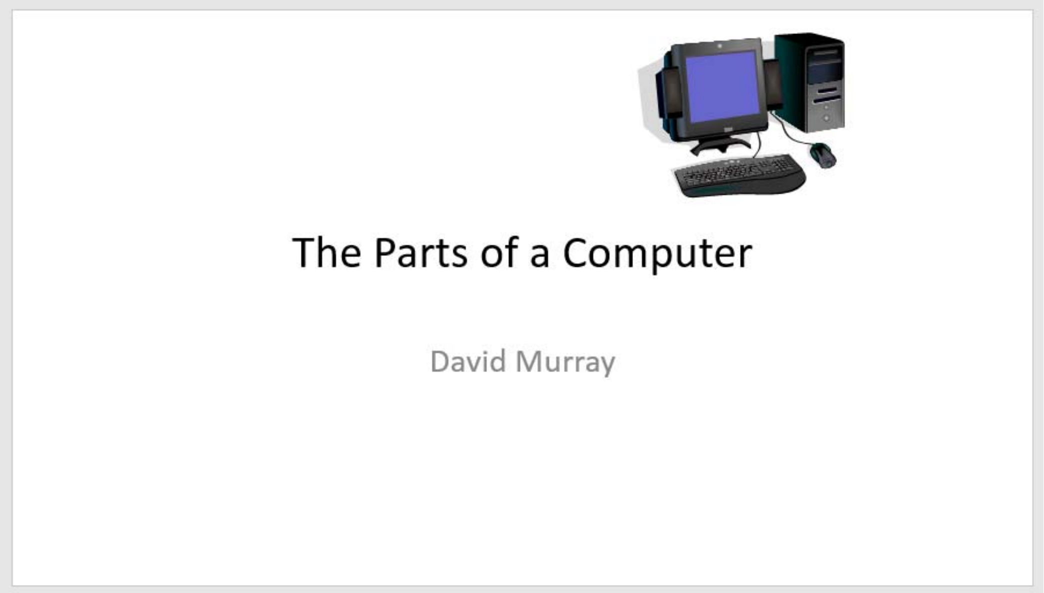
- Open a presentation called **Placeholders**.


Placeholders - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

The Parts of a Computer

Cheltenham Courseware

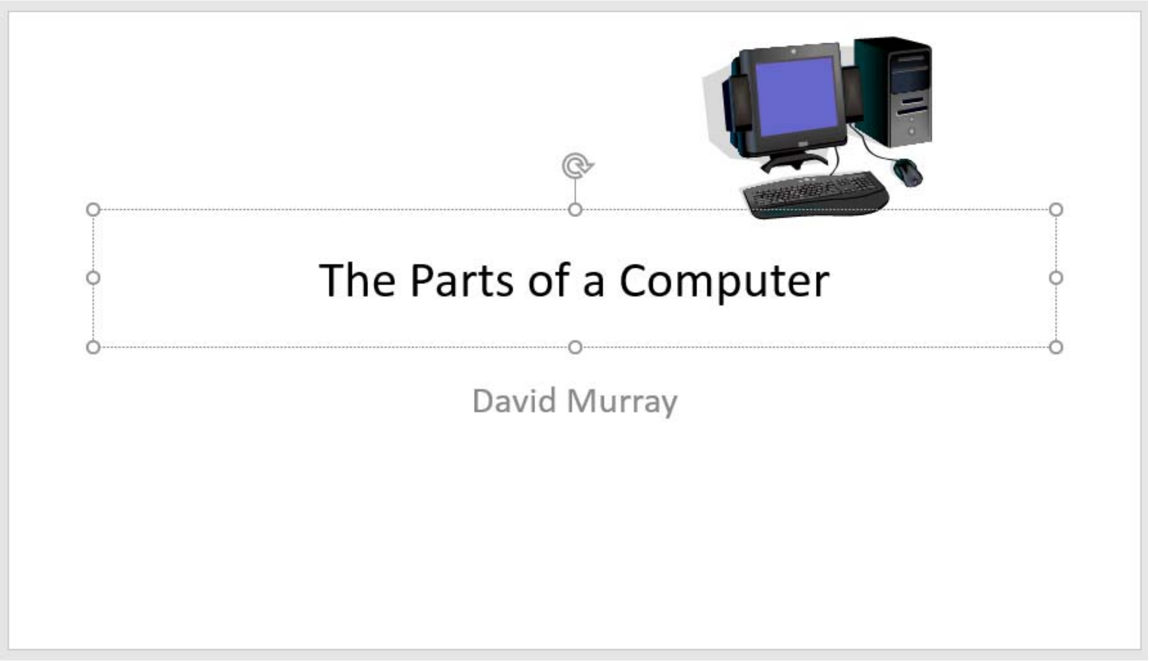
- Display the first slide within your presentation.
- Select the text **Cheltenham Group** and replace it with your name.



The Parts of a Computer

David Murray

- Click on the presentation title and you will see the title placeholder, as illustrated.



The Parts of a Computer

David Murray

- These placeholders determine where the text will be displayed on the slide. You can move or resize any placeholder within a presentation.

Resizing a Text Box (Placeholder)

- Click on the placeholder containing your name. Move the mouse pointer over the 'handle' in the middle of the top edge of the placeholder. Press the mouse button and while keeping it pressed move the mouse pointer up the slide. When you release the mouse button the placeholder will be resized so that it is taller. Try resizing this placeholder so that it is shorter.

- Use the same technique on either side of the placeholder to make the placeholder narrower or wider. In this case you will need to drag the handle on either vertical side of the place holder.

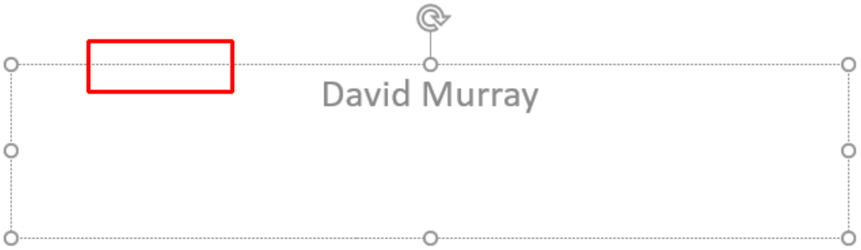
- Try moving the mouse pointer to one of the four placeholder corners and you will be able to drag to resize the placeholder in two directions at the same time, allowing you to make the placeholder narrower or wider and also taller or shorter.

- Experiment with resizing the placeholder containing the title.

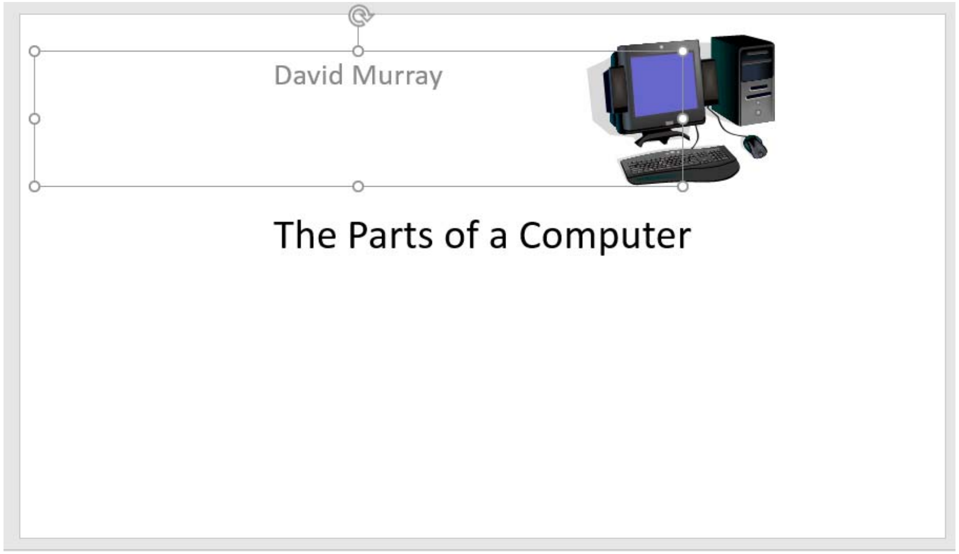
- Before continuing resize both placeholders to their approximate original sizes.

Moving a Text Box (Placeholder)

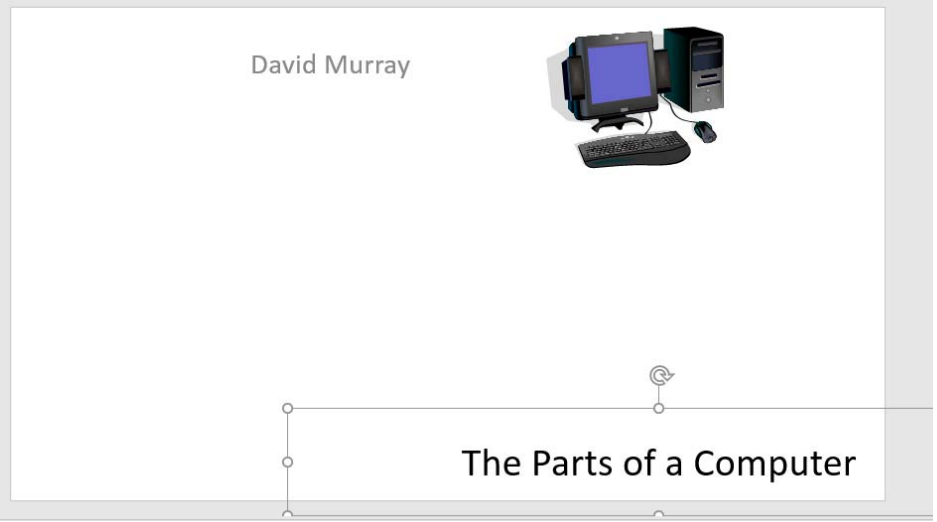
- Click on the placeholder containing your name. Move the mouse pointer over the dotted line representing the placeholder (not over a handle).



- The shape of the mouse pointer will change. Press the mouse button and while keeping the button pressed move the mouse pointer up towards the top-left of the slide. When you release the mouse button the name placeholder will be displayed higher up on your slide.



- Use the same technique to move the title placeholder down and to the right on your slide.



David Murray

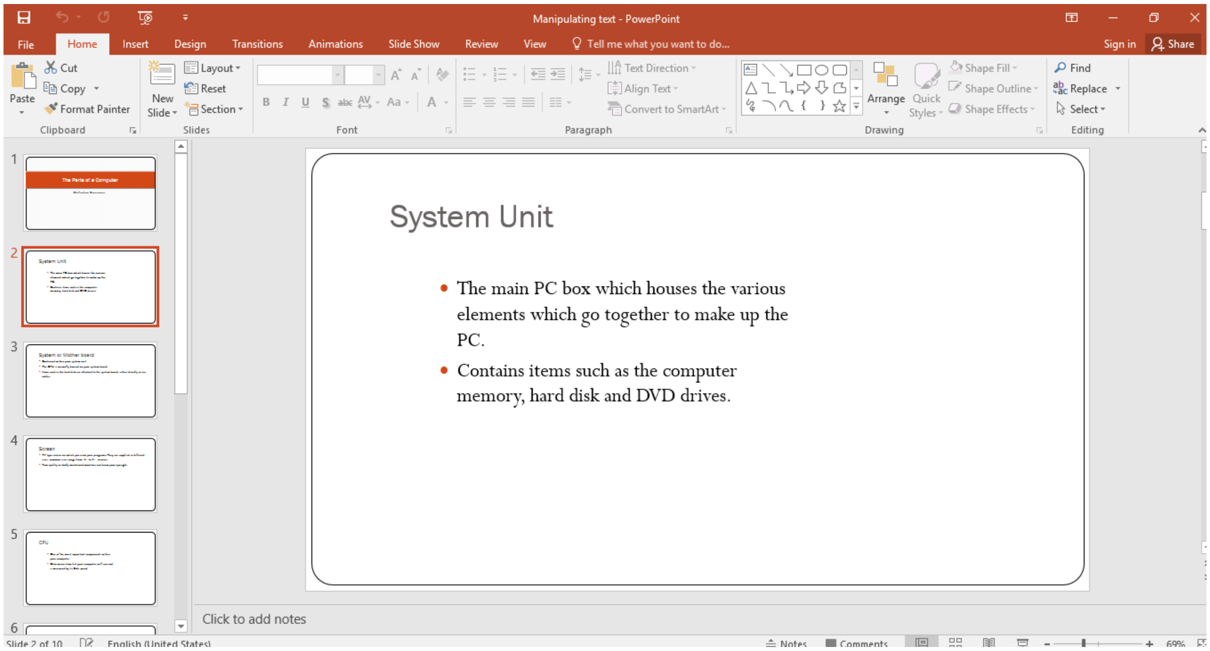
The Parts of a Computer

- Save your presentation and close PowerPoint

Manipulating text in PowerPoint 2016

Selecting text

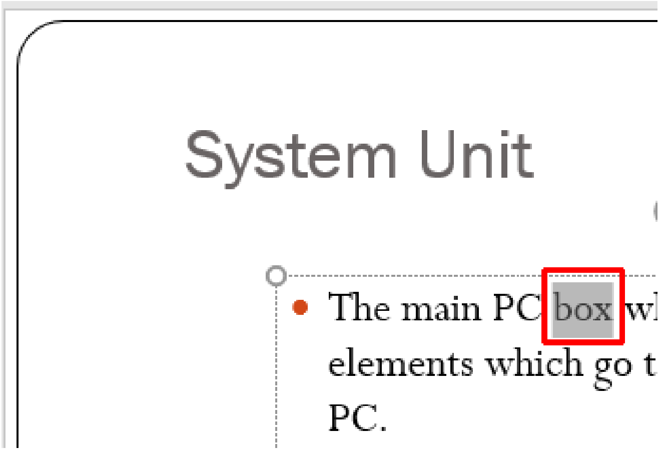
- Open a presentation called **Manipulating text**. Display the second slide displaying information about the '**System Unit**'


Manipulating text - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Click to add notes
Slide 2 of 10
English (United States)
Notes
Comments
69%

System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

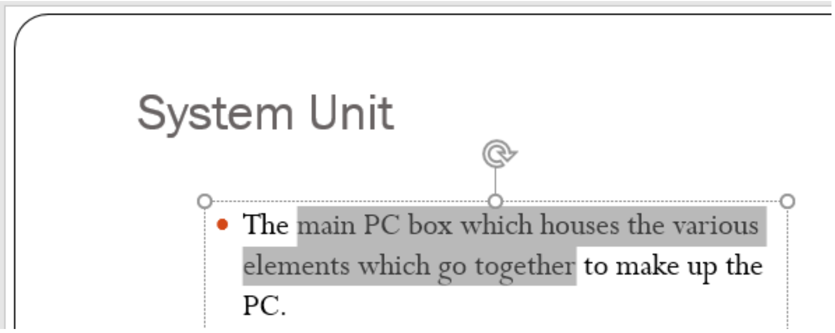
- To select a word on the slide double click on that word. Try double clicking on the word '**box**'. You will then see this word highlighted indicating that it has been selected.



System Unit

- The main PC box w
elements which go t
PC.

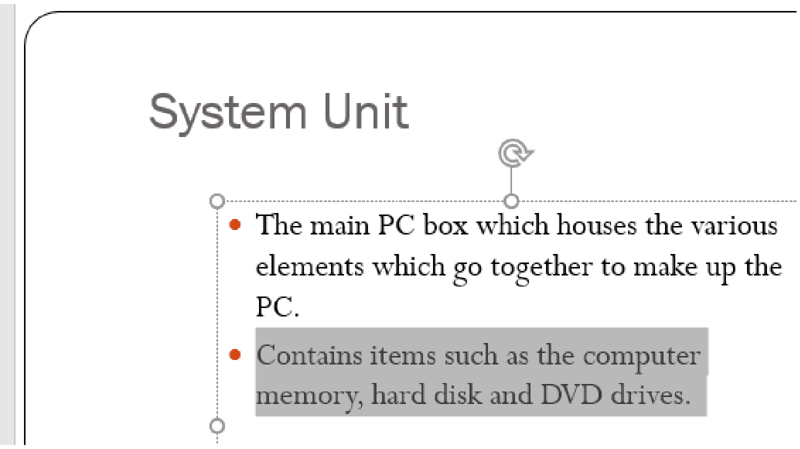
- To select a number of words within a paragraph, click before the first word that you wish to select and hold the **Shift** key down. While keeping the **Shift** key pressed click just after the last word that you wish to select. Release the **Shift** key and the text will remain selected, as illustrated. Try this now.



System Unit

- The main PC box which houses the various elements which go together to make up the PC.

- To select an entire paragraph, triple click within that paragraph. Try triple clicking within the second paragraph and you will see the following.

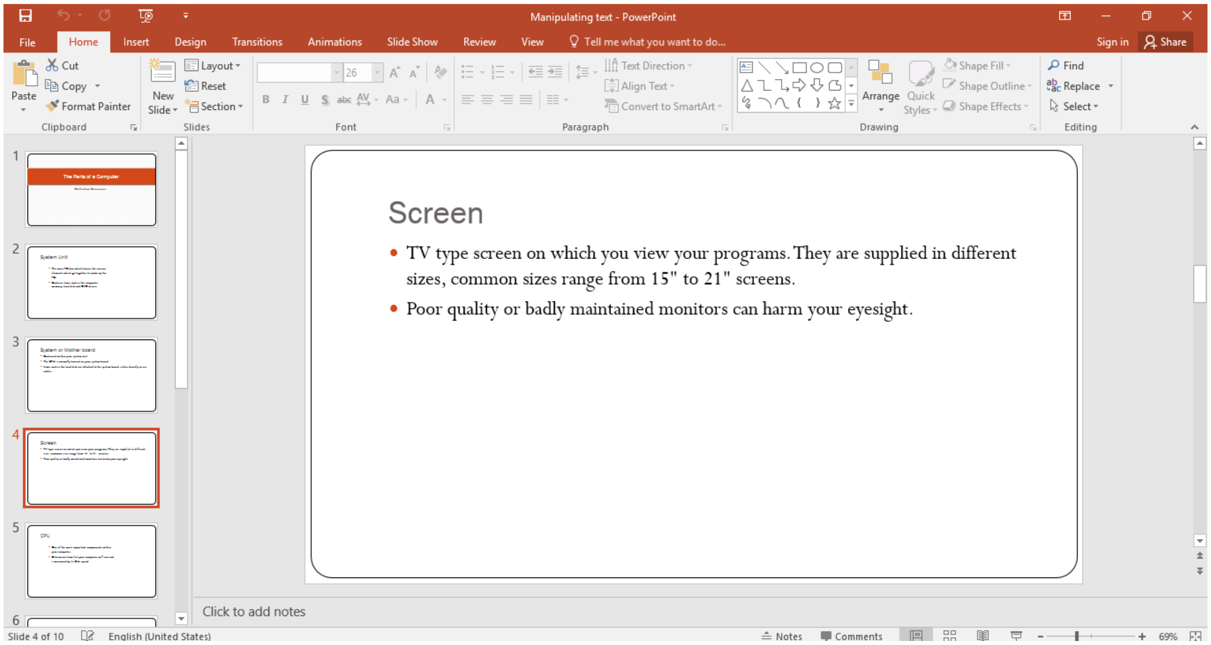


System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

Moving text within a slide

- Display the slide relating to the **Screen**.



Manipulating text - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Click to add notes
Slide 4 of 10
English (United States)
Notes
Comments
69%

Screen

- TV type screen on which you view your programs. They are supplied in different sizes, common sizes range from 15" to 21" screens.
- Poor quality or badly maintained monitors can harm your eyesight.

- Select the first bulleted paragraph. Press **Ctrl+X** to **Cut** the selected text to the Clipboard.
- Click at the end of the last bulleted point and press the **Enter** key to insert a new bullet point.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

Moving text between slides within a presentation or between presentations

- Display the slide with the title '**Hard Disk**'.
- Select the last two bulleted paragraphs. Press **Ctrl+X** to **Cut** the selected text to the Clipboard. Display the next slide titled '**Internal Hard Disk**'.
- Click after the bulleted paragraph and press the **Enter** key.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

TIP: You can use the same method to move selected text to a slide within a different presentation.

Copying text within a slide

- Display the slide relating to the **Memory**.
- Select the first bulleted paragraph. Press **Ctrl+C** to **Copy** the selected text to the Clipboard.

- Click at the end of the last bulleted point and press the **Enter** key to insert a new bullet point.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

Copying text between slides within a presentation or between presentations

- Display the slide with the title **'System or Mother Board'**.
- Select the last two bulleted paragraphs. Press **Ctrl+C** to **Copy** the selected text to the Clipboard. Display the slide titled **'System Unit'**.
- Click after the last bulleted paragraph and press the **Enter** key.
- Press **Ctrl+V** to paste the contents of the Clipboard to the insertion point.

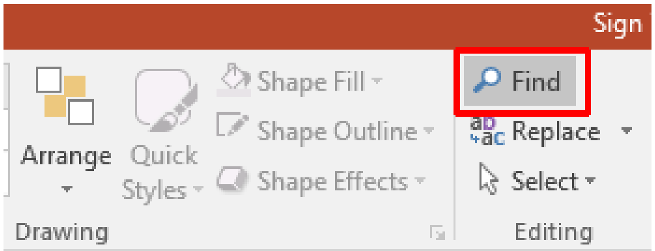
TIP: You can use the same method to copy selected text to a slide within a different presentation.

Deleting text

- Practice selecting a word, sentence or paragraph and deleting the selected text by pressing the **Del** key.
- Save your changes and close the presentation.

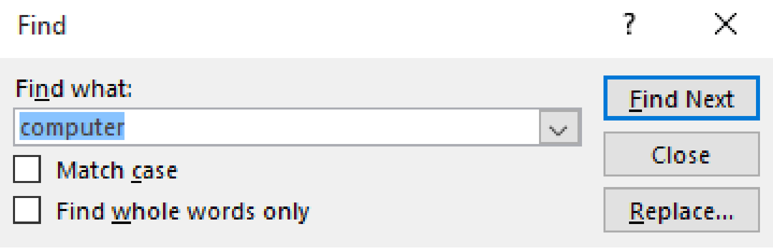
Using Find

- Open a presentation called **Find and Replace**.
- Click the **Find** button, located in the **Editing** group under the **Home** tab.



TIP: Use the **Ctrl+F** keyboard shortcut to start the **Find** function.

- The **Find** dialog box will be displayed. Type the word **computer** into the **Find what** box.

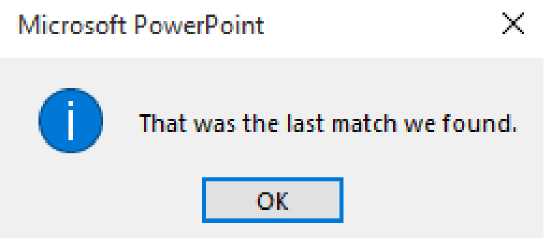

Find
?
Find Next
Close
Replace...

Find what: computer

☐ Match case

☐ Find whole words only

- Click on the **Find Next** button. PowerPoint will locate and select the first instance of the word computer in the presentation. Click on the **Find Next** button repeatedly to find all occurrences of the word.
- When you reach the end of the search PowerPoint will display the following dialog box.

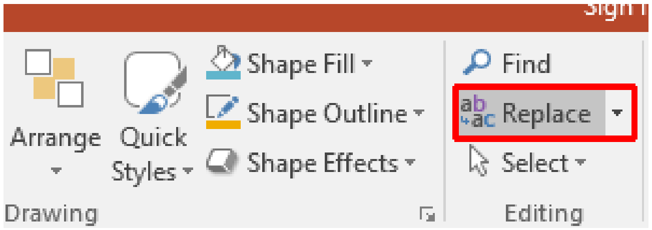

Microsoft PowerPoint
OK

That was the last match we found.

- Click on the **OK** button.
- Click on the **Close** button within the **Find** dialog box.

Using Replace

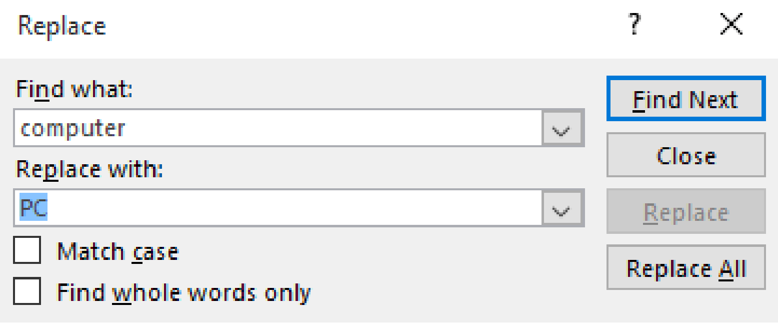
- Click the **Replace** button, located under the **Editing** group of the **Home** tab.


Sign i
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing

TIP: Use the **Ctrl+H** keyboard shortcut to start the **Replace** function.

- The **Replace** dialog box will be displayed. Type the word **Computer** into the **Find what** box.

- Type the word **PC** into the **Replace with** box. The **Replace** dialog box should now look like the illustration below.


Replace
?
Find Next
Close
Replace
Replace All

Find what: computer

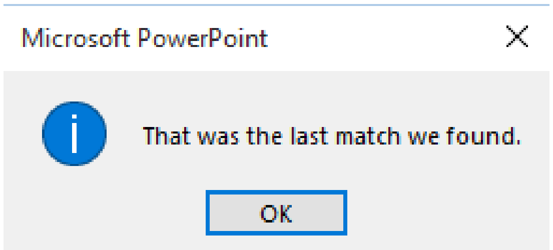
Replace with: PC

☐ Match case

☐ Find whole words only

- Click on the **Find Next** button. PowerPoint will locate and select the first instance of the word computer in the presentation. To replace that instance of the word computer with PC click on the **Replace** button. Repeat this process to replace all occurrences of the word computer with PC.

- When you reach the end of the search PowerPoint will display the following dialog box.


Microsoft PowerPoint
OK

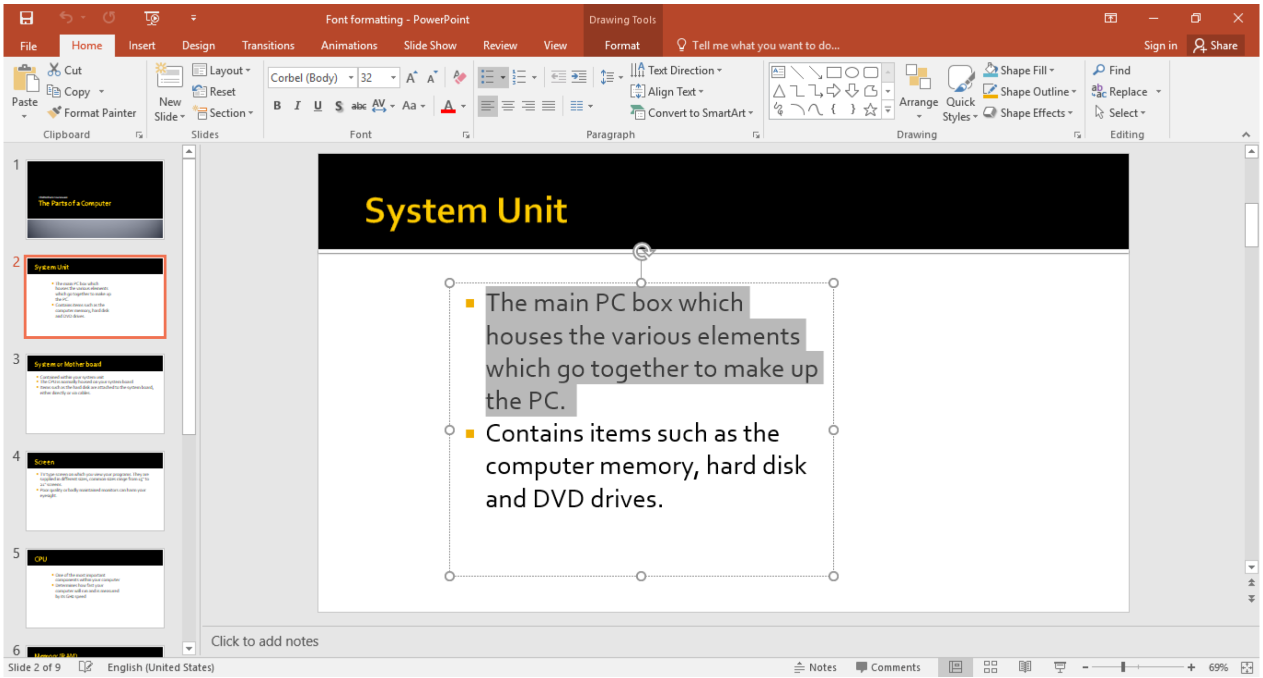
That was the last match we found.

- Click on the **OK** button. Click on the **Close** button within the **Replace** dialog box.
- Save your changes and close the presentation.

Font formatting within PowerPoint

Font formatting options

- Open a presentation called **Font formatting**.
- Select the first paragraph of text within the '**System Unit**' slide.



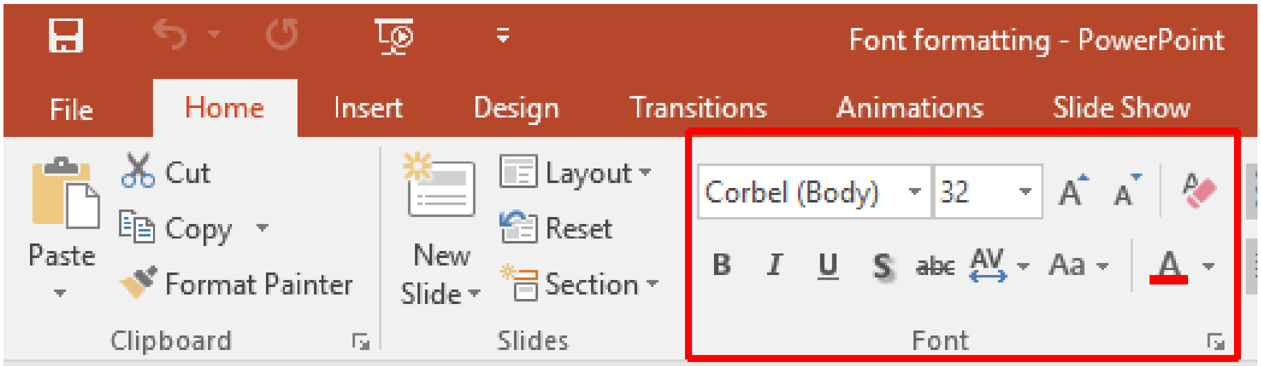
Font formatting - PowerPoint
Drawing Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Sign in
Share
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Slide 2 of 9
English (United States)
Notes
Comments
69%

System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

Click to add notes

- Make sure that the **Home** tab is displayed and you will see the following icons relating to basic font formatting.

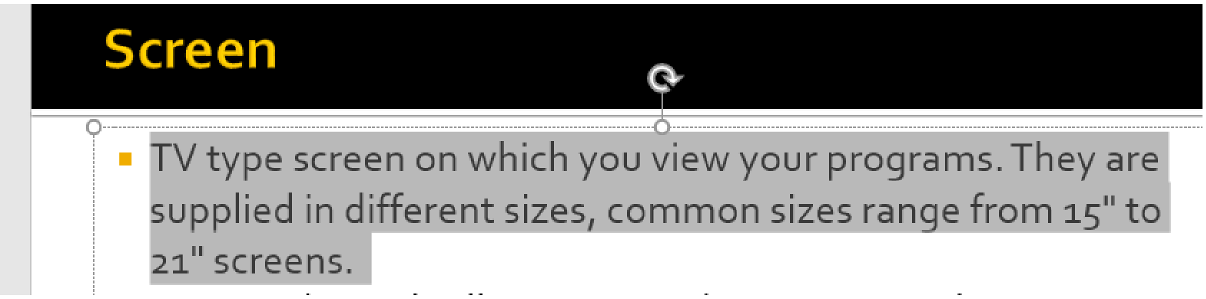


Font formatting - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Corbel (Body)
32
Font

- Click on an icon, such as the **Italic** icon to format the selected text.

Changing the font type

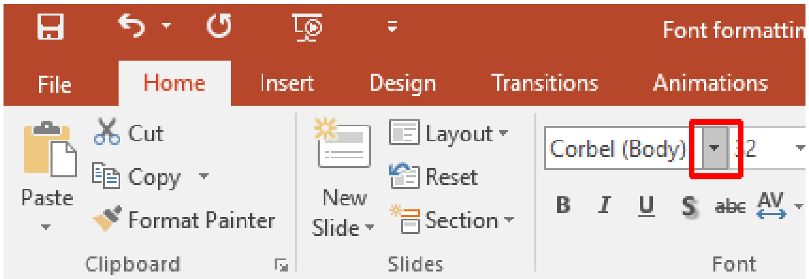
- Scroll to the “screen” slide
- If necessary, select the first paragraph of text on the slide.



Screen

- TV type screen on which you view your programs. They are supplied in different sizes, common sizes range from 15" to 21" screens.

- Click on the **down arrow** to the right of the **Font** section of the Ribbon.


Font formattin
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Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Corbel (Body)
12
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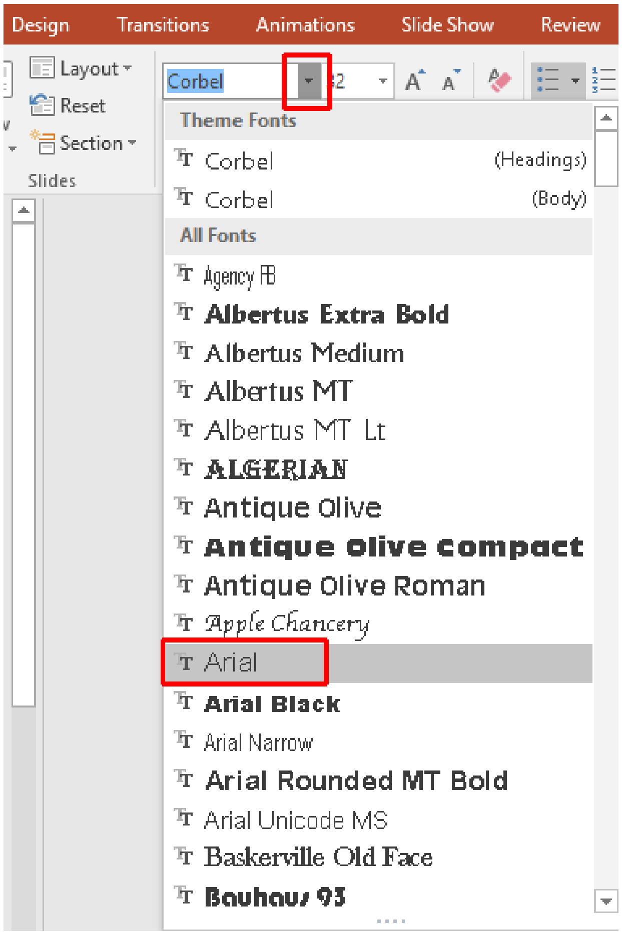
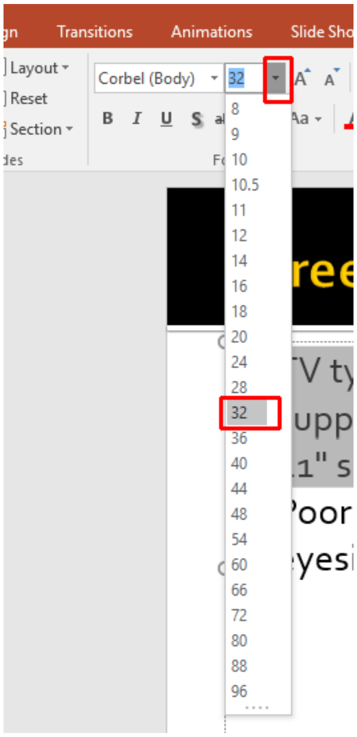
abc
AV
Font

- This will display a drop down from which you can select the required font. Apply the **Arial** font, as illustrated.


Design
Transitions
Animations
Slide Show
Review
Layout
Reset
Section
Slides
Corbel
32
Theme Fonts
Corbel (Headings)
Corbel (Body)
All Fonts
Agency FB
Albertus Extra Bold
Albertus Medium
Albertus MT
Albertus MT Lt
ALGERIAN
Antique Olive
Antique Olive Compact
Antique Olive Roman
Apple Chancery
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
Baskerville Old Face
Bauhaus 93

Changing font size

- If necessary, reselect the first paragraph.
- Click on the **down arrow** to the right of the **Font Size** section. Experiment with applying different font sizes.


Transitions
Animations
Slide Sho
Layout
Reset
Section
Corbel (Body)
32
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16
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24
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32
36
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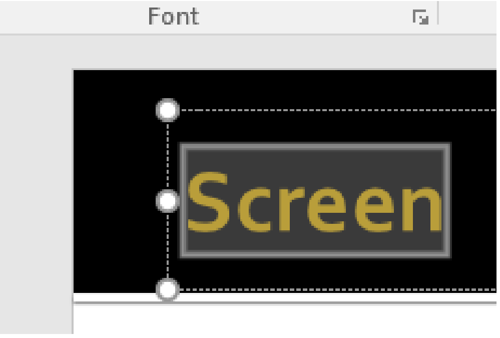
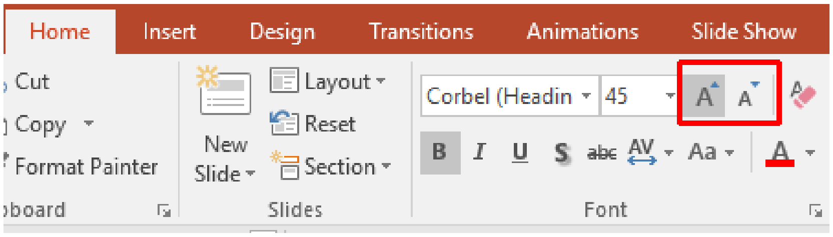
44
48
54
60
66
72
80
88
96

Increasing or decreasing the font size

- Select the text within the slide title.


Font
Screen

- Experiment with using the **Increase Font Size** and the **Decrease Font Size** icons.


Home
Insert
Design
Transitions
Animations
Slide Show
Cut
Copy
Format Painter
New Slide
Layout
Reset
Section
Corbel (Headin
45
Font
Slides

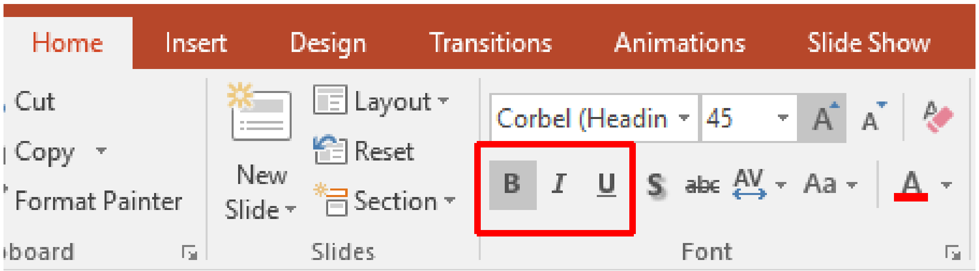
TIP: The shortcut to increase the font size of selected text is **Ctrl+]**

The shortcut to decrease the font size of selected text is **Ctrl+[**

Be sure that you use the square open and close brackets.

Bold, Italic or Underline formatting

- Select the title text and experiment with applying bold, underling and italic formatting.


Home
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Design
Transitions
Animations
Slide Show
Cut
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Format Painter
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New Slide
Layout
Reset
Section
Slides
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Font

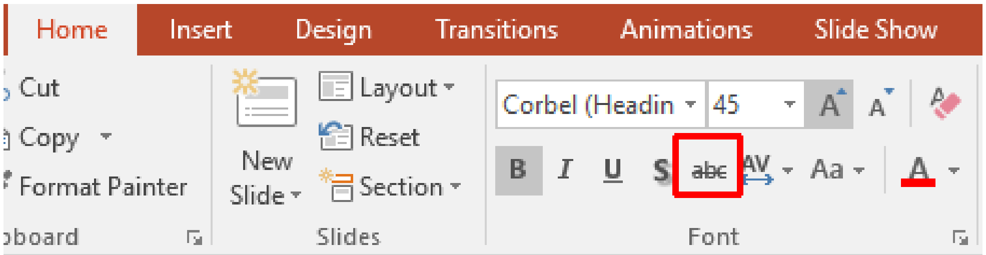
TIP: After selecting text clicking on one of these icons applies the effect, while clicking on the icon a second time removes the effect.

TIP: You can use keyboard shortcuts to format text as bold, italic or underlined.

Bold	**Ctrl+B**
Italic	**Ctrl+I**
Underlined	**Ctrl+U**

Strikethrough effects

- Select a word and experiment with applying strikethrough formatting using the **Strikethrough** icon.


Home
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New Slide
Layout
Reset
Section
Slides
Corbel (Headin
45
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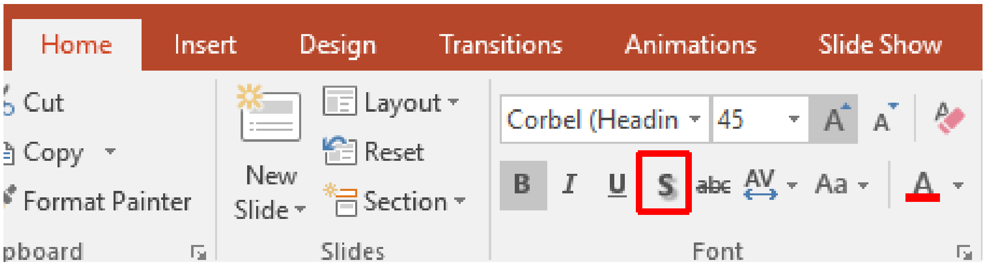
Font

Shadow effects

- Select a word within the last paragraph and experiment with applying **Shadow** formatting. You may find this effect is easier to see when combined with **Bold** formatting.


Home
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Slide Show
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New Slide
Layout
Reset
Section
Slides
Corbel (Headin
45
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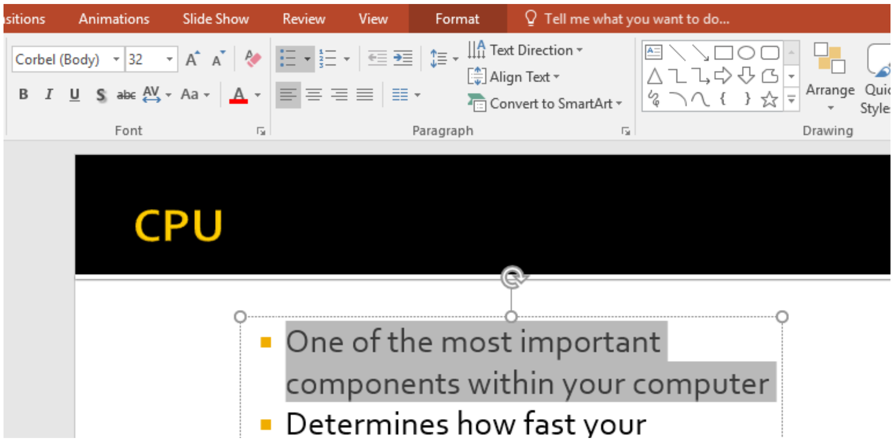
abc
AV
Aa
A
Font

Character spacing

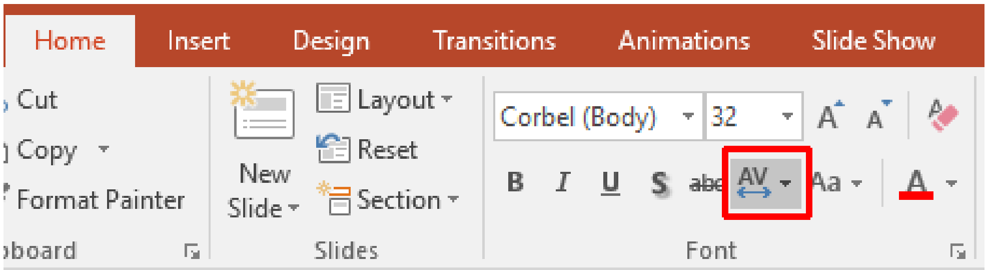
- Display the slide relating to the **CPU**.
- Select the first paragraph.


sitions
Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Corbel (Body)
32
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quic Style
Drawing

CPU

- One of the most important components within your computer
- Determines how fast your

- Click on the **Character Spacing** icon.


Home
Insert
Design
Transitions
Animations
Slide Show
Cut
Copy
Format Painter
board
New Slide
Layout
Reset
Section
Slides
Corbel (Body)
32
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AV
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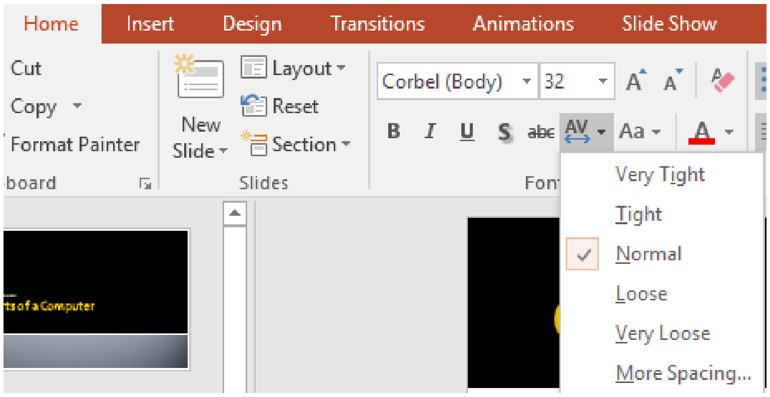
A
Font

- This will display a drop down from which you select the required type of character spacing.


Home
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Animations
Slide Show
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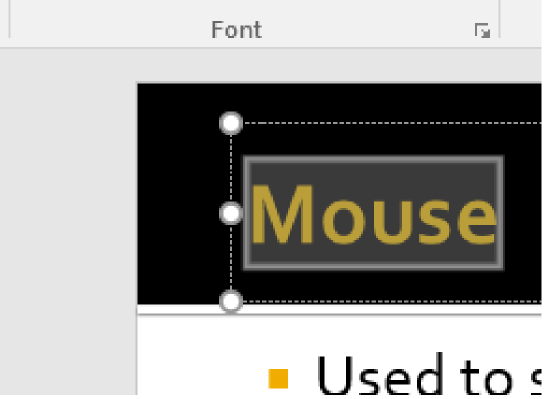
Format Painter
board
New Slide
Layout
Reset
Section
Slides
Corbel (Body)
32
Fon
Very Tight
Tight
Normal
Loose
Very Loose
More Spacing...

- Experiment with applying different types of character spacing and observe the effects.

- Reset the character spacing back to **'Normal'** before continuing.

Changing case

- Display the slide relating to the **mouse**.
- Select the title text on your slide.


Font
Mouse
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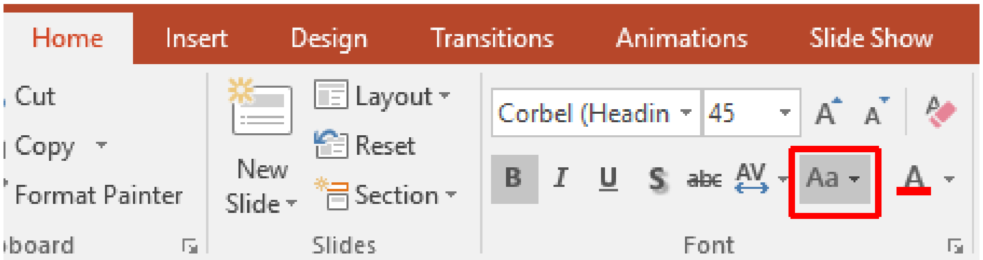
- Click on the **Change Case** icon.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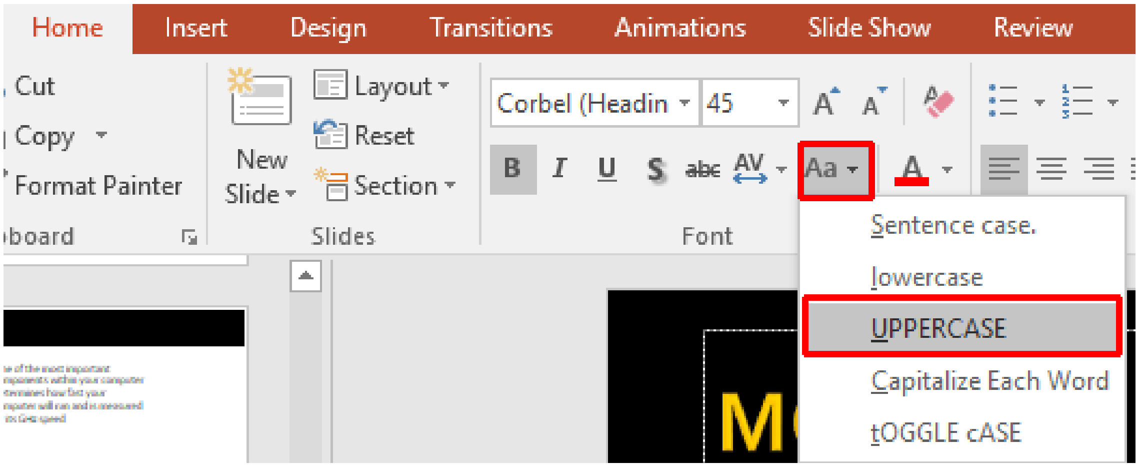
- This will display a drop down from which you can select how you wish to change the case of the selected text.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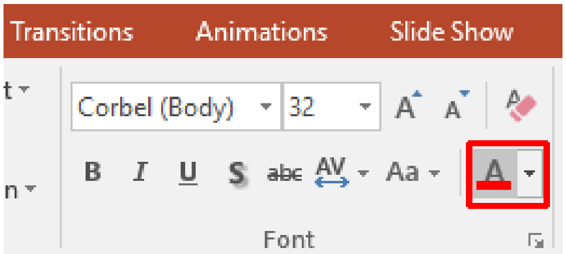
- Experiment with applying the different options available and observe the effect of your changes.

Font color

- Select the paragraph of text within the **mouse** slide.
- Click on the **down arrow** to the right of the **Font Color** icon.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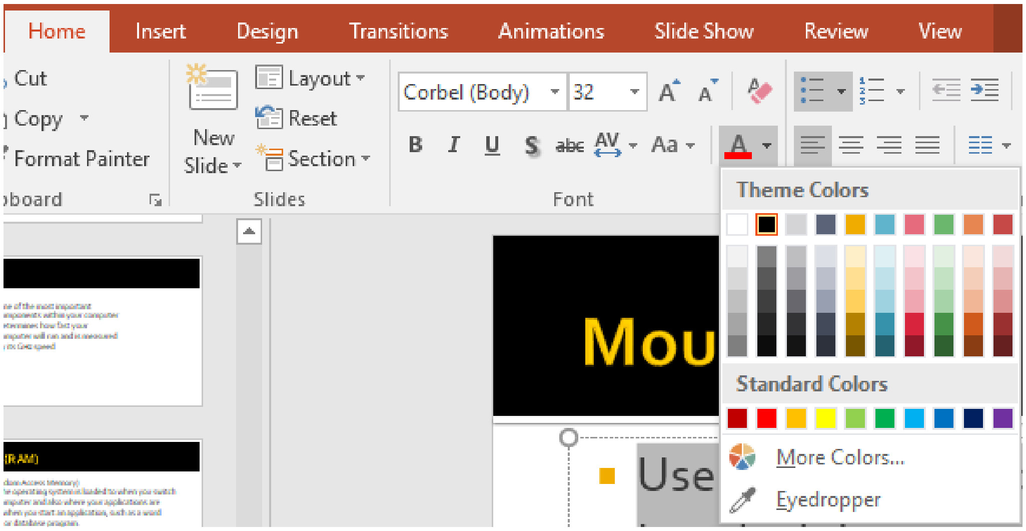
- This will display a range of colors that you can apply to the selected text.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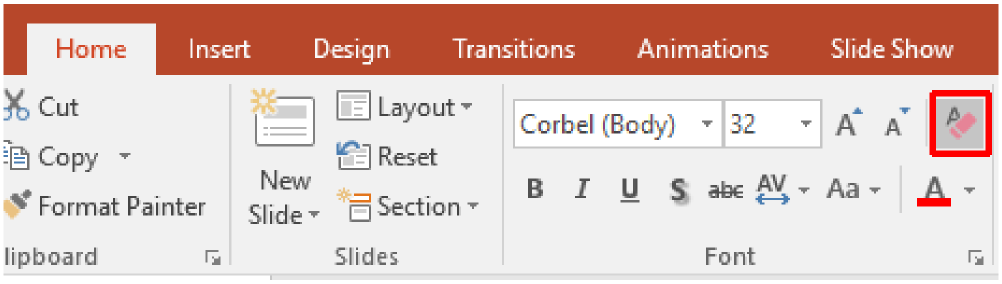
- Experiment with applying different colors to entire paragraphs within your presentation and also to individual words within a slide.

Clearing all text formatting

- Select a paragraph of text that you have previously formatted. Click on the **Clear All Formatting** icon and the formatting will be removed.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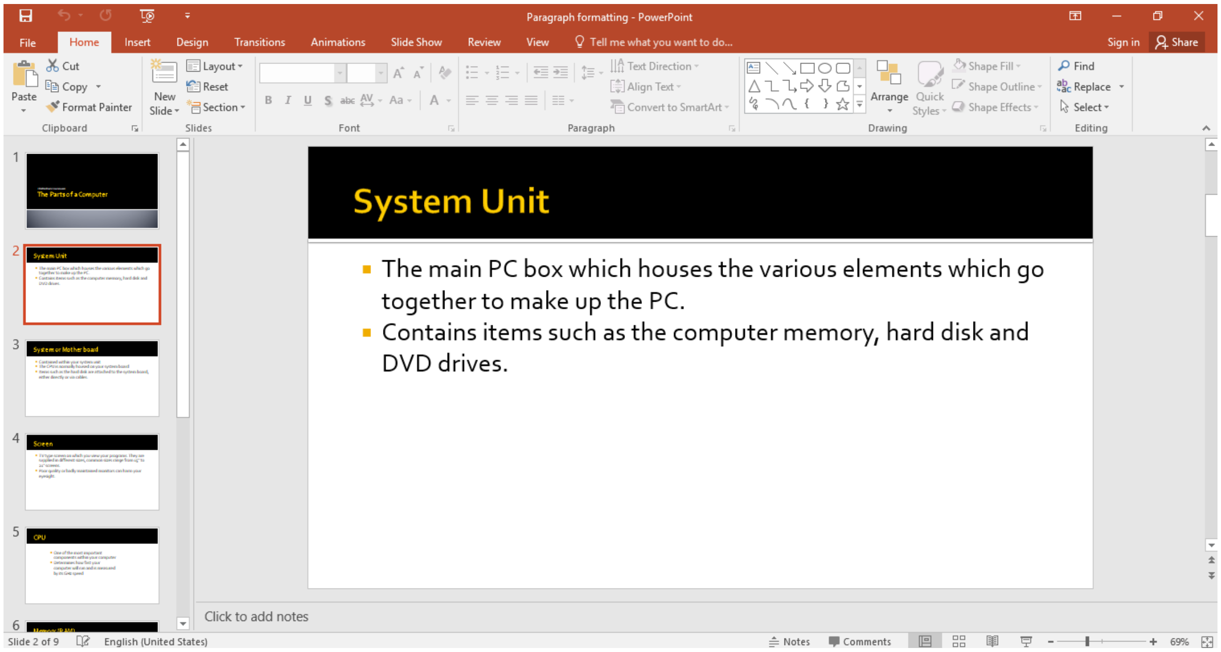
- Save your changes and close the presentation.

Paragraph formatting within PowerPoint 2016

Text alignment

- Open a presentation called **Paragraph formatting**.
- Display the second slide.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Select
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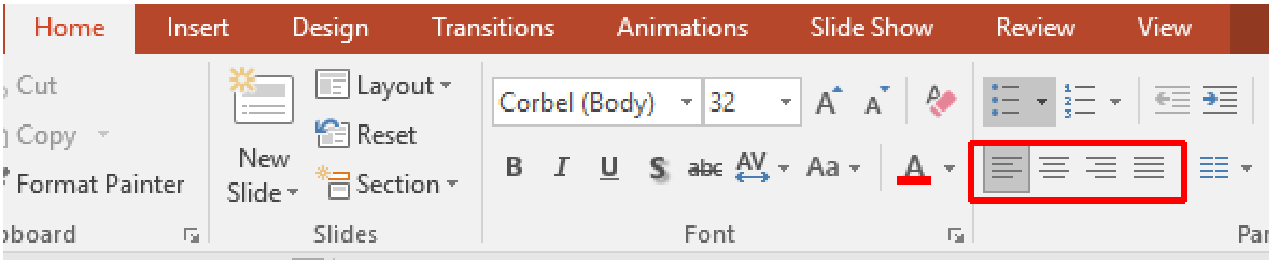
Click to add notes
Slide 2 of 9
English (United States)
Notes
Comments
69%

System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

- Click within (just click, no need to select) the last paragraph within the slide.
- Experiment with clicking on the alignment icons to align to the left, to the right and centering the text. Also examine the effect of clicking on the **Justify** button.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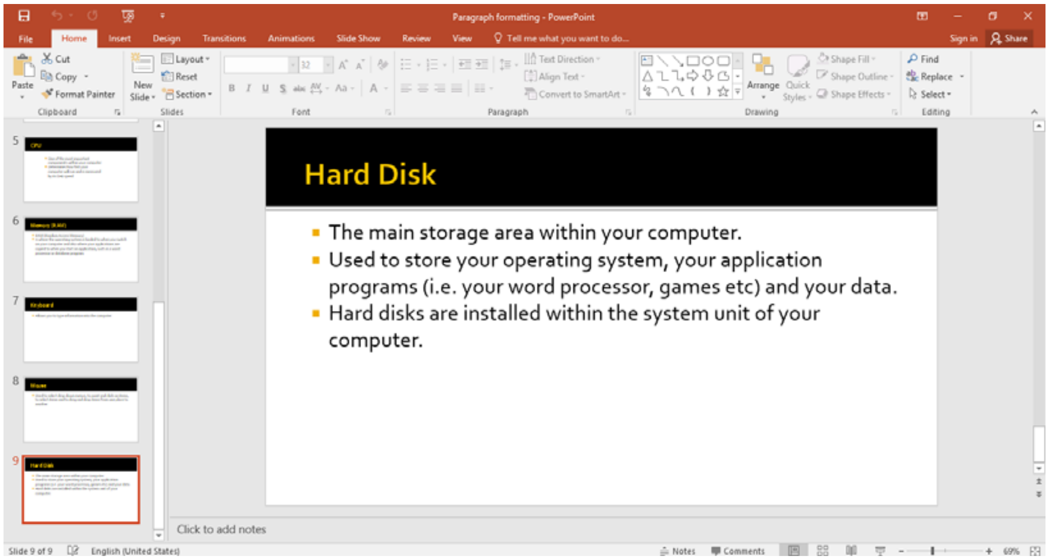
Columns

- Display the last slide within your presentation.

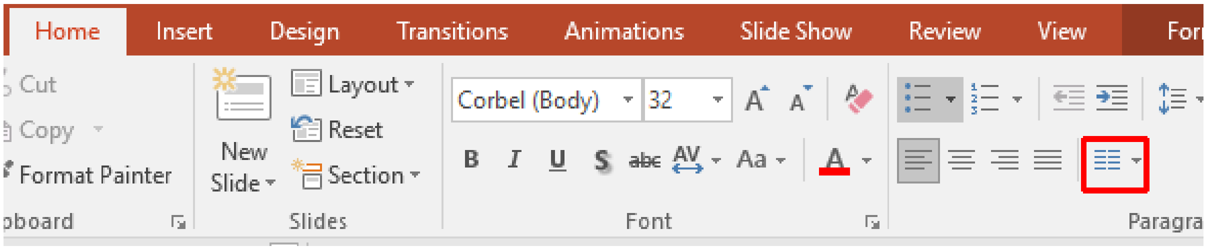


Hard Disk

- The main storage area within your computer.
- Used to store your operating system, your application programs (i.e. your word processor, games etc) and your data.
- Hard disks are installed within the system unit of your computer.

Paragraph formatting - PowerPoint
Click to add notes
Slide 9 of 9

- Click within the body text area and then click on the **Add or Remove Columns** icon.



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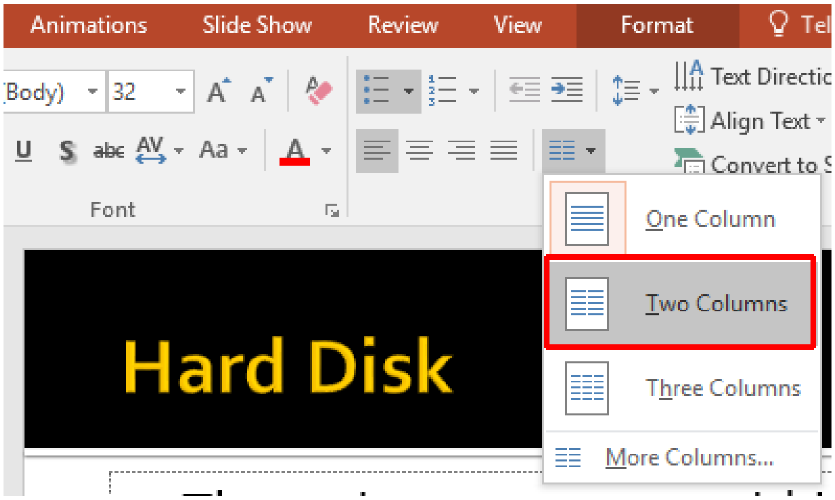
- You will see a drop down offering you various column formatting choices.



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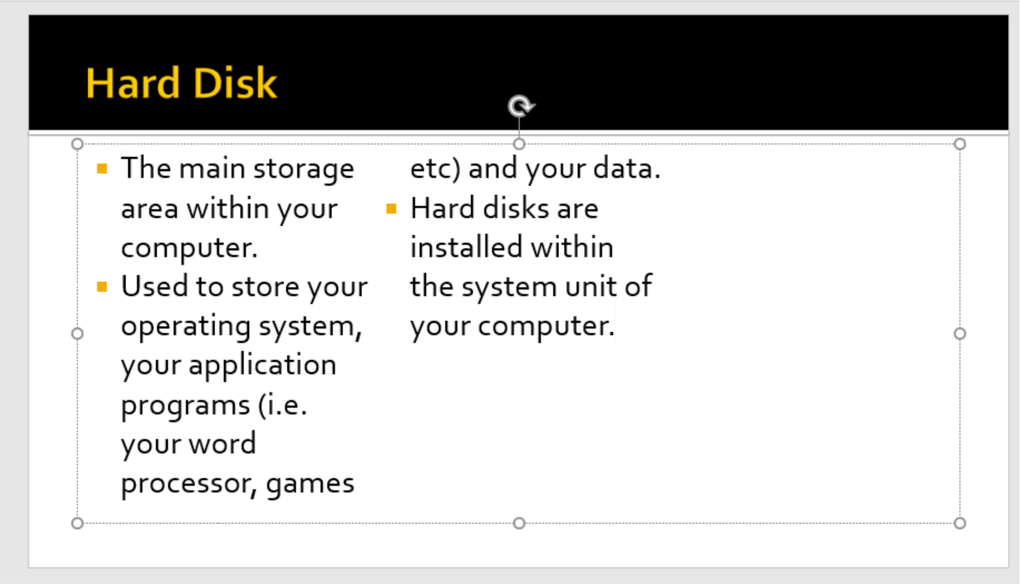
One Column
Two Columns
Three Columns
More Columns...
Hard Disk

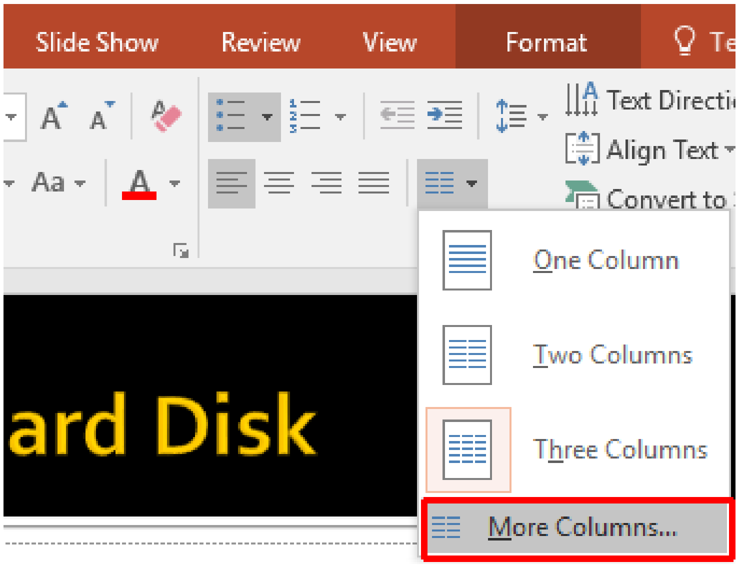
- Experiment with applying two then three column formatting to your text.



Hard Disk

- The main storage area within your computer.
- Used to store your operating system, your application programs (i.e. your word processor, games etc) and your data.
- Hard disks are installed within the system unit of your computer.

- If you have time experiment with clicking on the **More Columns** option.



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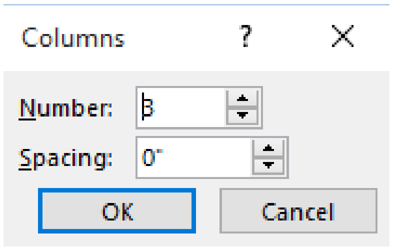
- This displays the **Columns** dialog box. You can use this dialog box to set the number of columns and the spacing between the columns.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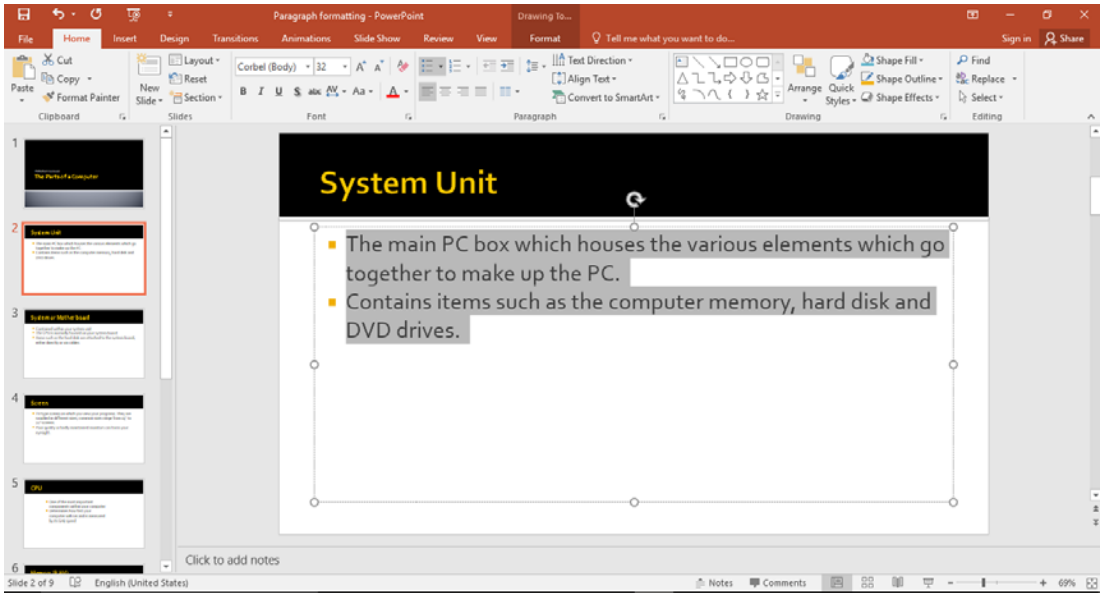
Number: 3

Spacing: 0"

OK
Cancel

Modifying bullet point formatting

- Select the two bulleted paragraphs within your second slide.


Paragraph formatting - PowerPoint
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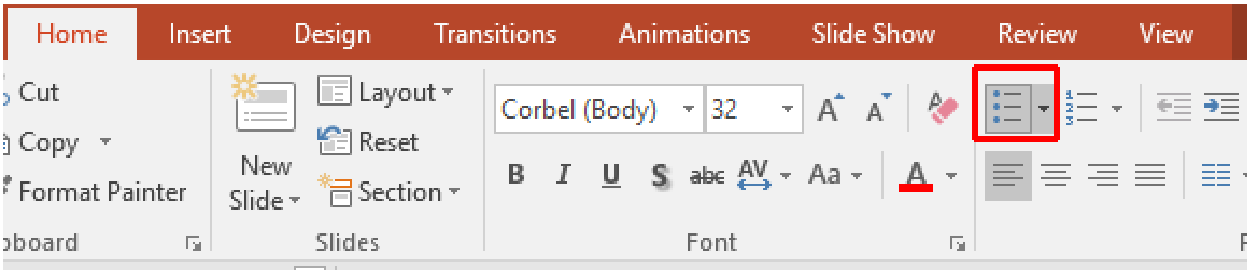
Click to add notes
Slide 2 of 9
English (United States)
Notes
Comments
69%

System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

- Click on the **down arrow** to the right of the **Bullets** icon.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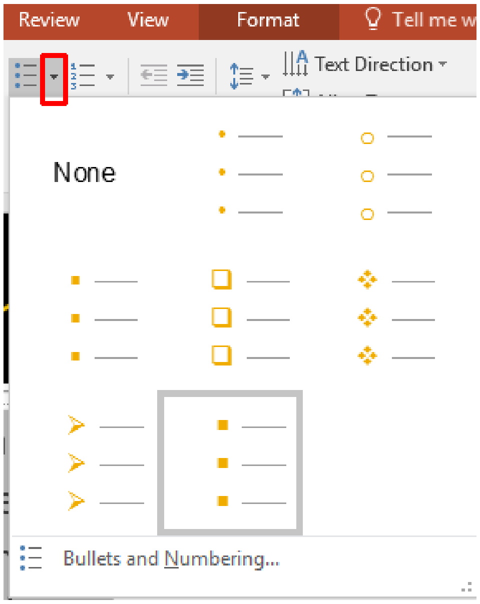
- This displays a drop down list of alternative bullet symbols.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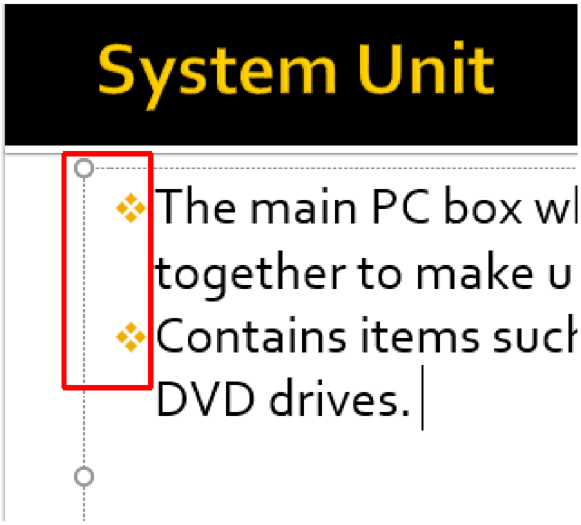
Bullets and Numbering...

- Experiment with applying different types of bullets to the slide.



System Unit

The main PC box wl
together to make u
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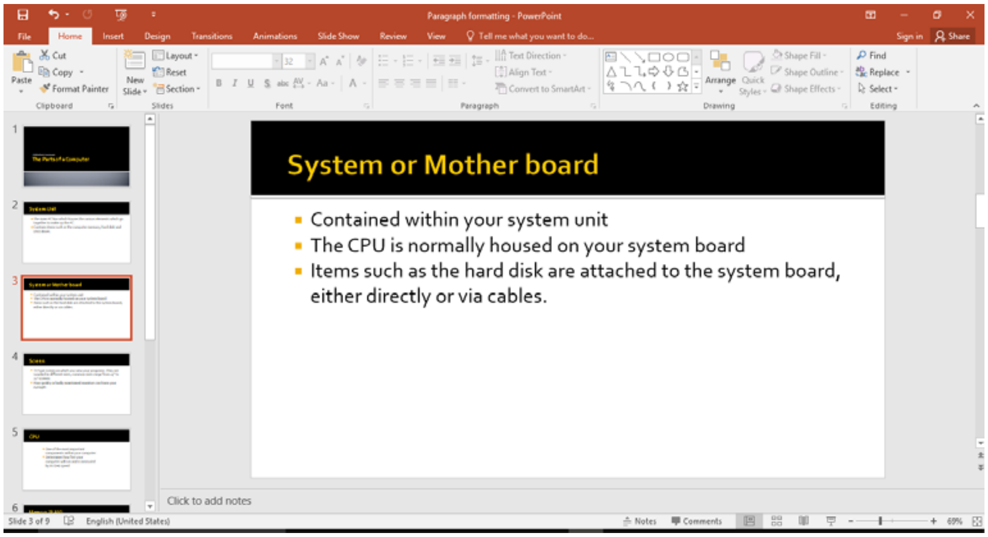
DVD drives.

Using numbering instead of bullet points

- Display the third slide relating to the '**System or Mother board**'.
- Select the three bulleted paragraphs within this slide.



System or Mother board

- Contained within your system unit
- The CPU is normally housed on your system board
- Items such as the hard disk are attached to the system board, either directly or via cables.

Click to add notes

Paragraph formatting - PowerPoint
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Slide 3 of 9
English (United States)
Notes
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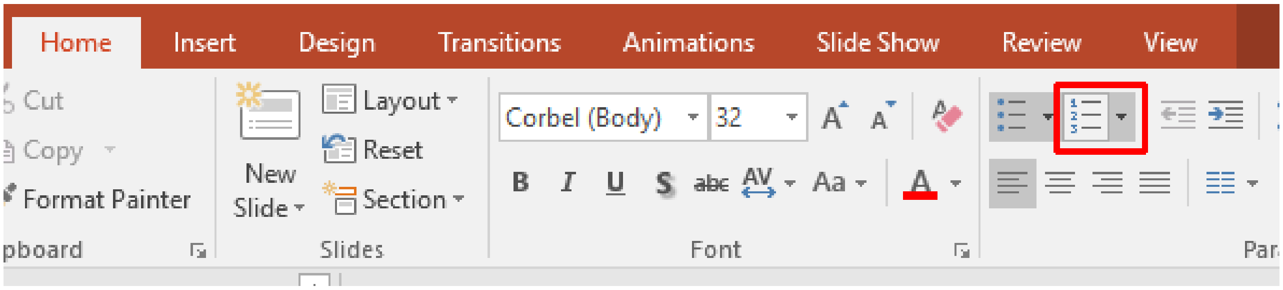
- Click on the **down arrow** to the right of the **Numbering** icon.



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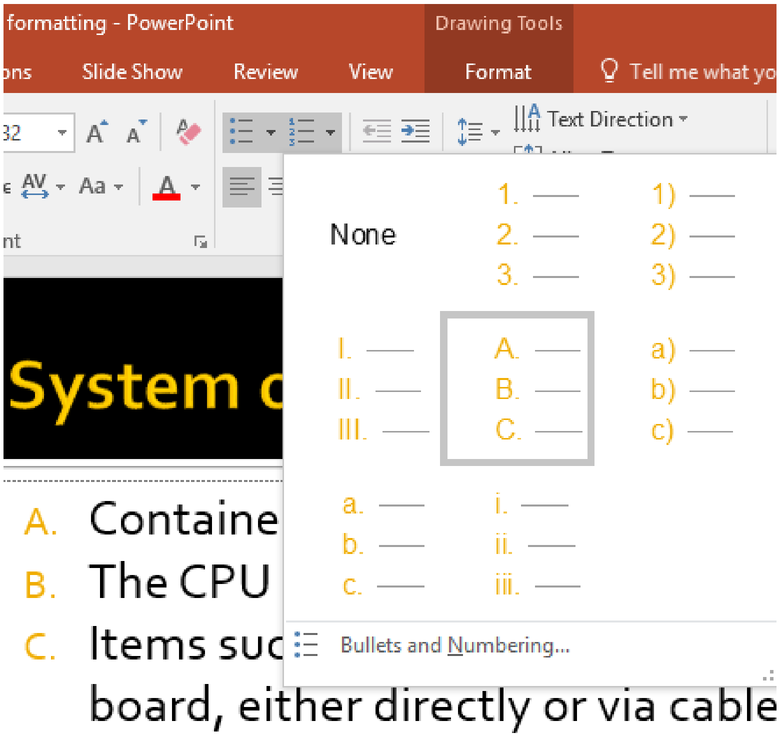
- This will display a drop down list of alternative numbering formats.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Bullets and Numbering...

System c

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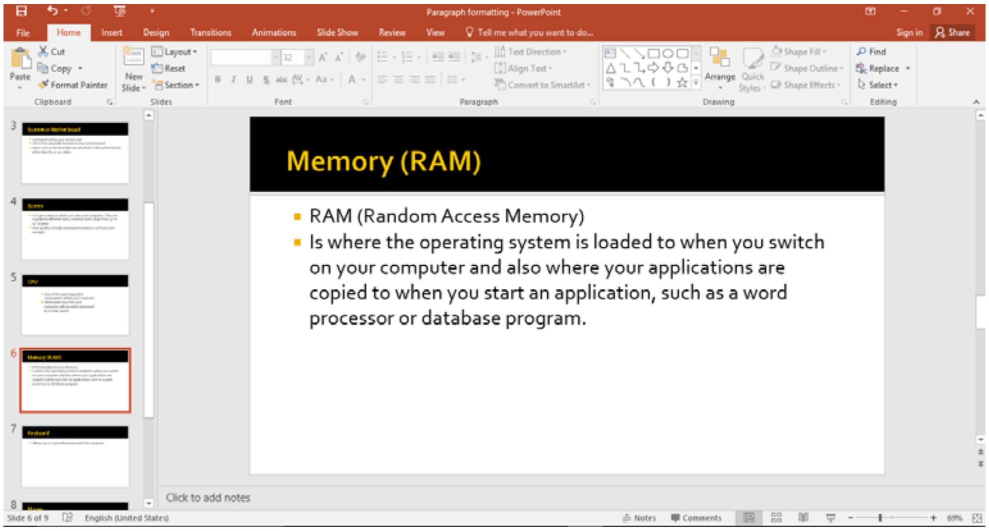
B. The CPU

C. Items suc board, either directly or via cable

- Experiment with applying different types of numbering to the slide.

Changing the list level

- Display the sixth slide relating to the '**Memory**'.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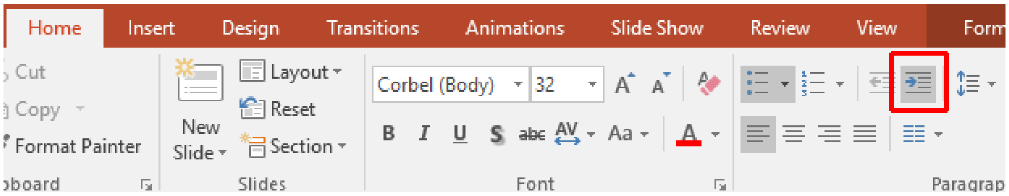
Slide 6 of 9
English (United States)
Notes
Comments

Memory (RAM)

- RAM (Random Access Memory)
- Is where the operating system is loaded to when you switch on your computer and also where your applications are copied to when you start an application, such as a word processor or database program.

- Click within **the last paragraph** within the first slide.
- Click on the **Increase List Level** icon.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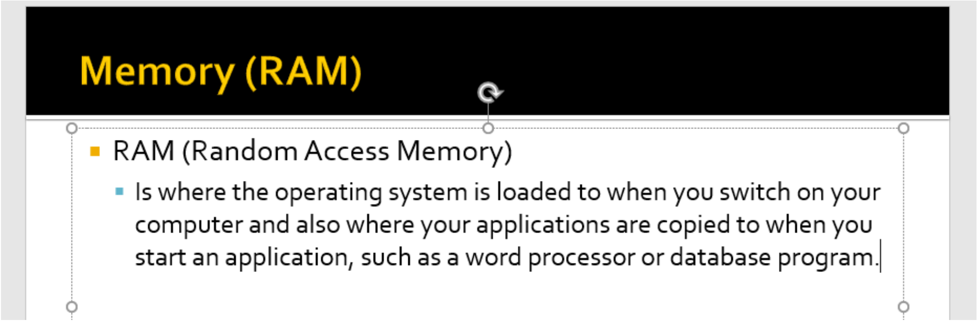
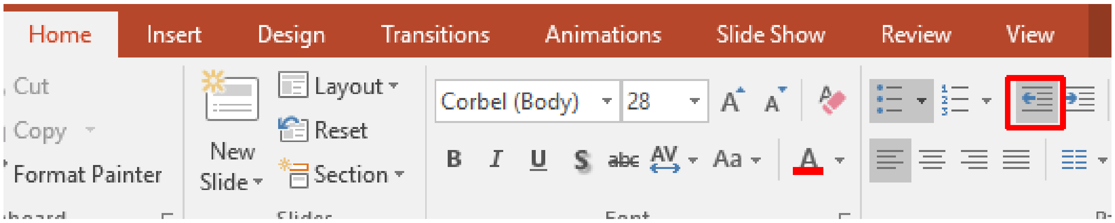
- Your slide will change to look like this.



Memory (RAM)

- RAM (Random Access Memory)
  - Is where the operating system is loaded to when you switch on your computer and also where your applications are copied to when you start an application, such as a word processor or database program.

- As you can see the last paragraph has been indented to the right and the text is displayed using a smaller font. You can use the **Decrease List Level** icon to reverse the effect.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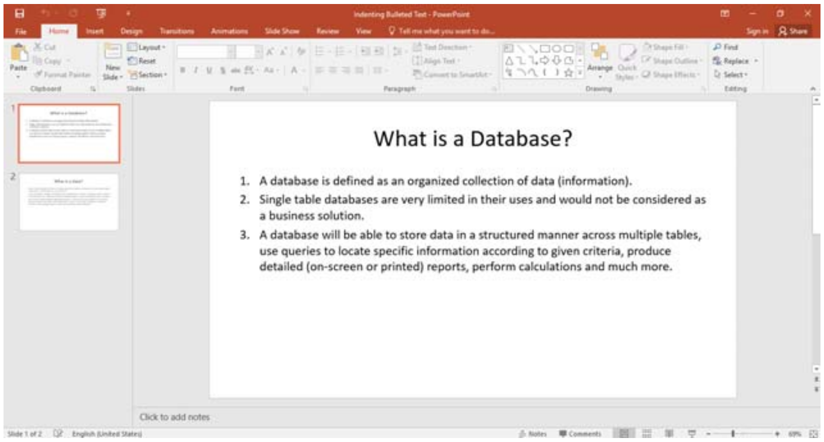
- Save your changes and close the presentation

Indenting bulleted text

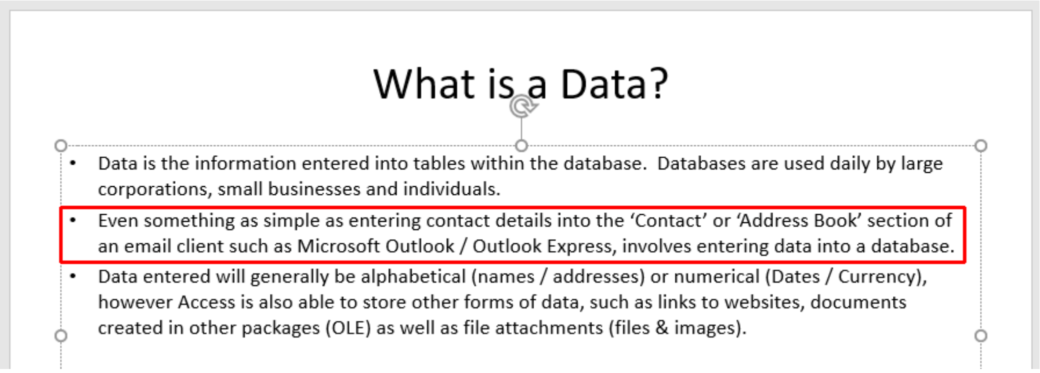
- Open a presentation called **Indenting Bulleted Text**.



What is a Database?

1. A database is defined as an organized collection of data (information).
2. Single table databases are very limited in their uses and would not be considered as a business solution.
3. A database will be able to store data in a structured manner across multiple tables, use queries to locate specific information according to given criteria, produce detailed (on-screen or printed) reports, perform calculations and much more.

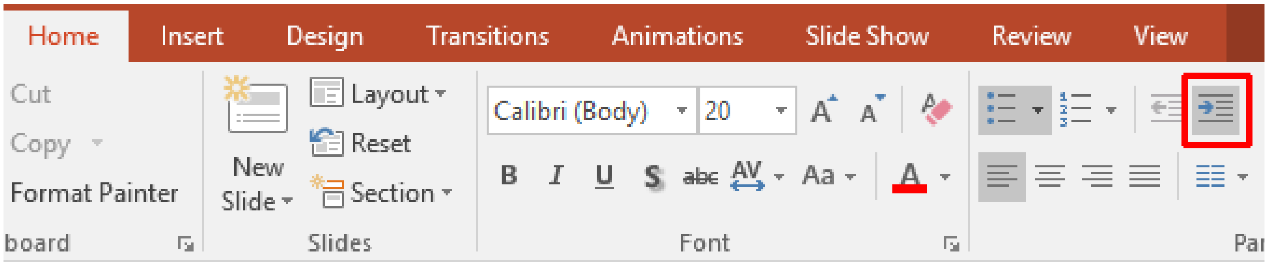
- On the **second slide** click within the **second paragraph**.



What is a Data?

- Data is the information entered into tables within the database. Databases are used daily by large corporations, small businesses and individuals.
- Even something as simple as entering contact details into the 'Contact' or 'Address Book' section of an email client such as Microsoft Outlook / Outlook Express, involves entering data into a database.
- Data entered will generally be alphabetical (names / addresses) or numerical (Dates / Currency), however Access is also able to store other forms of data, such as links to websites, documents created in other packages (OLE) as well as file attachments (files & images).

- Click on the **Increase List Level** icon (within the **Paragraph** section of the **Home** tab).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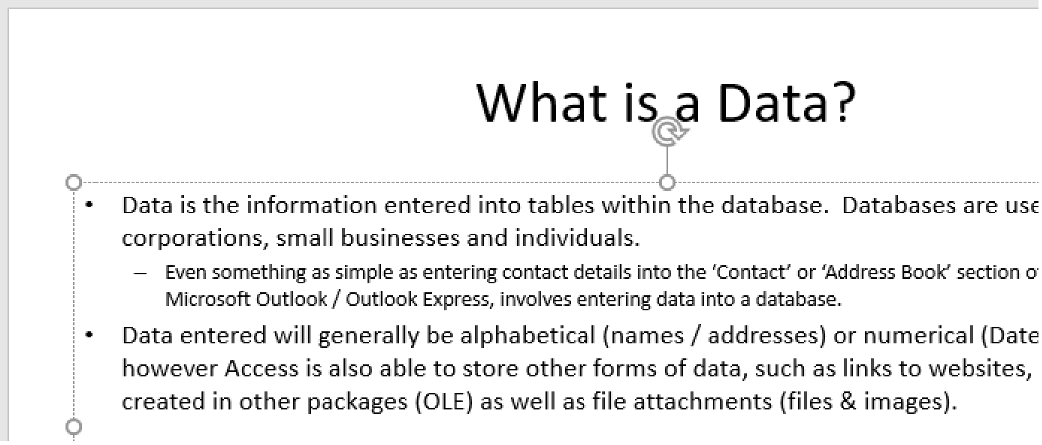
The second paragraph will be indented, as illustrated.



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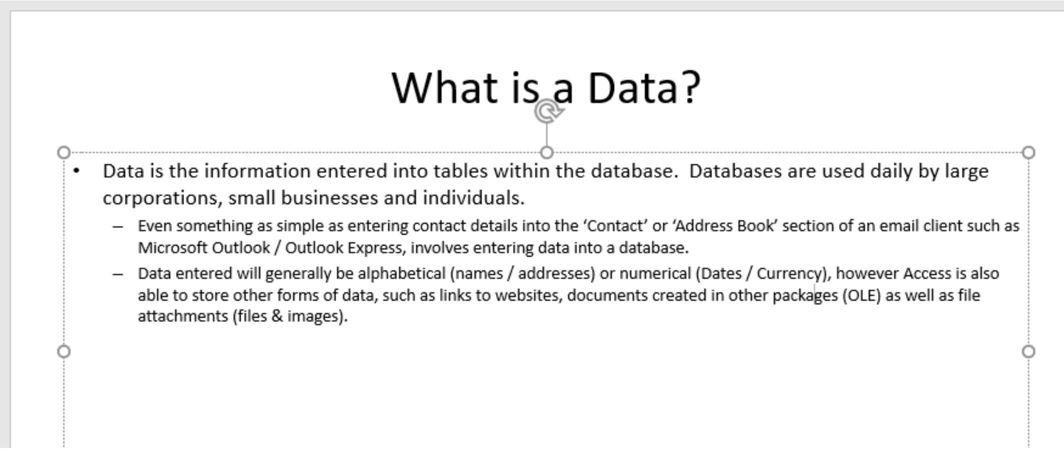
- Data entered will generally be alphabetical (names / addresses) or numerical (Date however Access is also able to store other forms of data, such as links to websites, created in other packages (OLE) as well as file attachments (files & images).

- Click on the third paragraph and also indent that paragraph. Your slide will now look like this.



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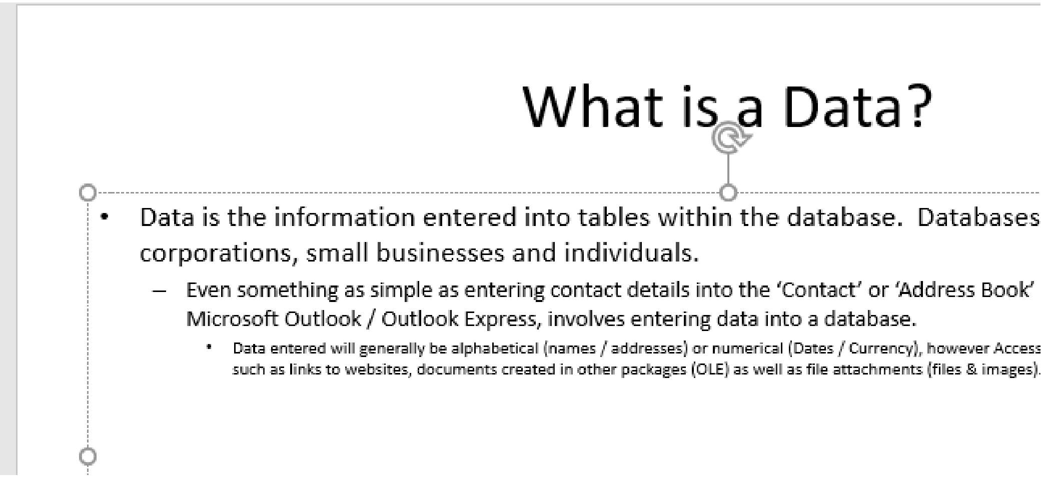
  - Data entered will generally be alphabetical (names / addresses) or numerical (Dates / Currency), however Access is also able to store other forms of data, such as links to websites, documents created in other packages (OLE) as well as file attachments (files & images).

- Click again on the **Increase List Level** icon (within the **Paragraph** section of the **Home** tab). You will see that the third paragraph has been indented below the second paragraph, which in turn is indented under the first paragraph.



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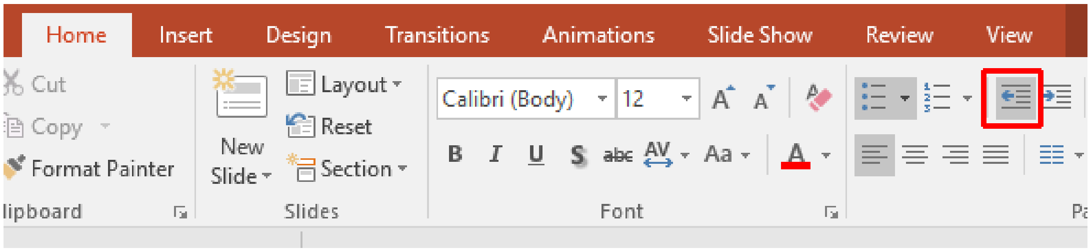
    - Data entered will generally be alphabetical (names / addresses) or numerical (Dates / Currency), however Access such as links to websites, documents created in other packages (OLE) as well as file attachments (files & images).

- Click twice on the **Decrease List Level** icon (within the **Paragraph** section of the **Home** tab).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- You will find that the third paragraph which was indented two levels is no longer indented relative to the first paragraph.

- Click within the second paragraph and remove the indenting from that paragraph.

- Display the second slide. Select the second and third paragraphs. With both paragraphs selected, click on the **Increase List Level** icon (within the **Paragraph** section of the **Home** tab). As you have just seen you can indent (or un-indent) more than one paragraph at a time.

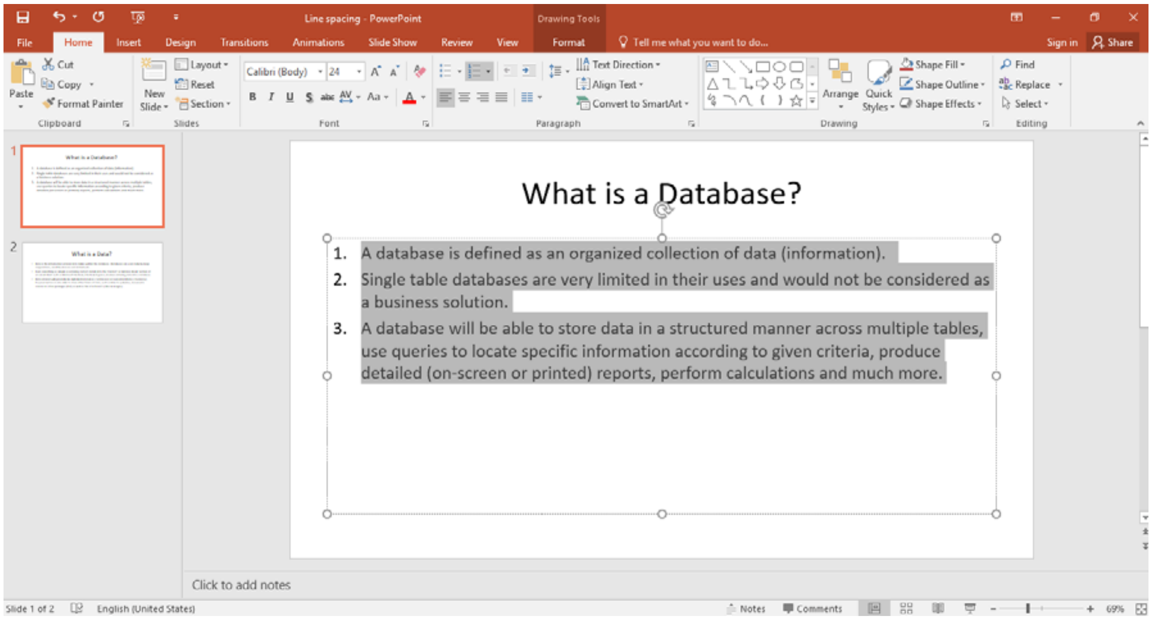
- Save your changes and close the presentation.

Line spacing vs. paragraph spacing

- Line spacing relates to the spacing between each line of a paragraph that stretches over multiple lines within a slide.
- Paragraph spacing related to the spacing between paragraphs. You can adjust the spacing before and after each paragraph.

Line spacing

- Open a presentation called **Line spacing**.
- Display the first slide which contains numbered paragraphs.
- Select the numbered paragraphs, as illustrated below.


Line spacing - PowerPoint
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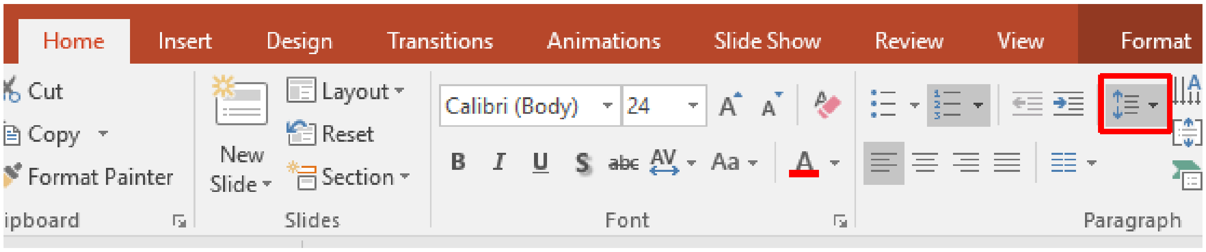
Click to add notes
Slide 1 of 2
English (United States)
Notes
Comments
69%

What is a Database?

1. A database is defined as an organized collection of data (information).
2. Single table databases are very limited in their uses and would not be considered as a business solution.
3. A database will be able to store data in a structured manner across multiple tables, use queries to locate specific information according to given criteria, produce detailed (on-screen or printed) reports, perform calculations and much more.

- Click on the **Home** tab and from within the **Paragraph** group click on the **Line Spacing** icon.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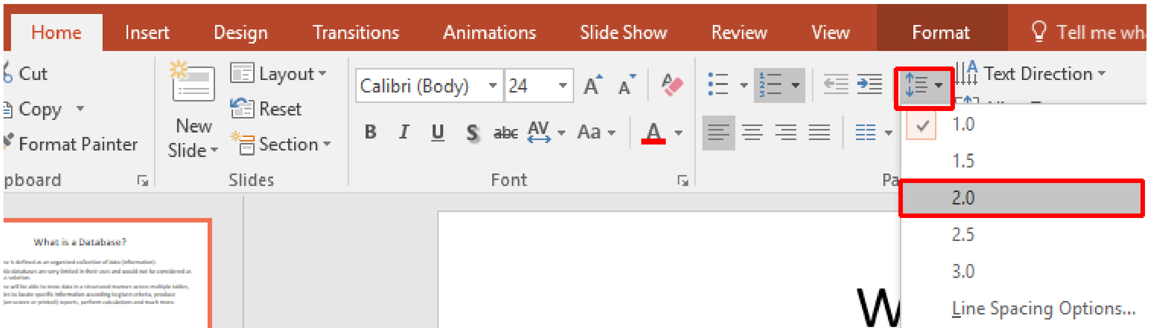
Paragraph

- This will display a drop down from which you can modify the line spacing. Experiment with this applying these pre-set line spacing options, such as 1, 1.5, 2 2.5 and 3. These numbers refer to the line space as a multiple of the normal line spacing.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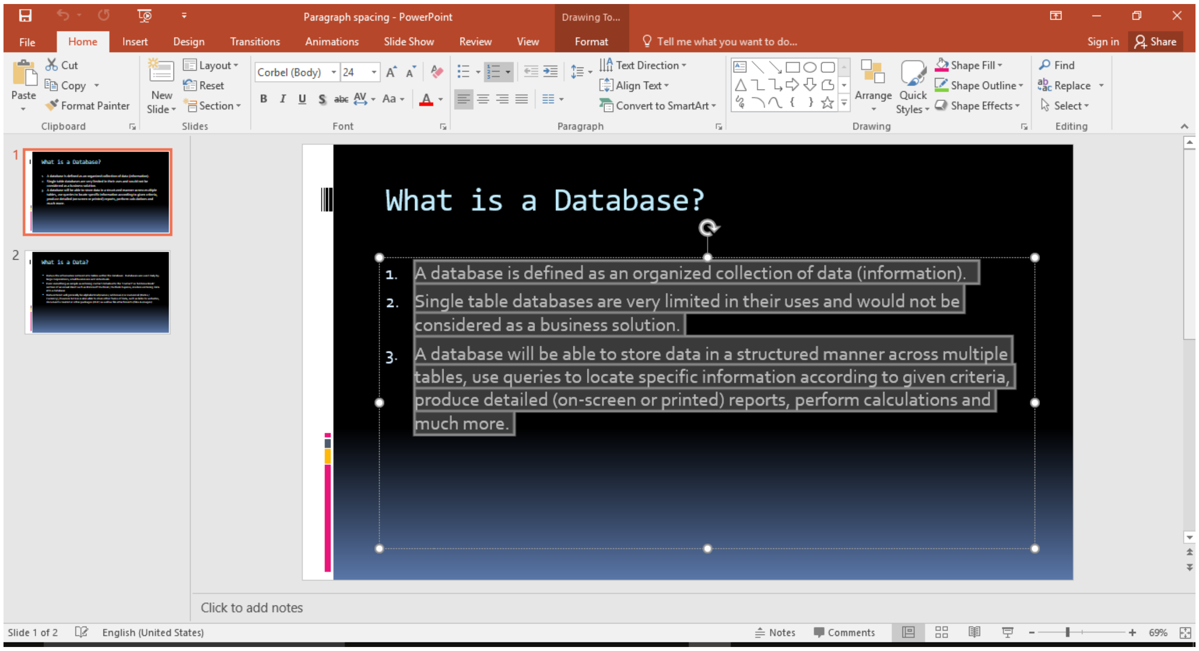
2.5
3.0
Line Spacing Options...

- Experiment with applying different line spacing values.
- Display the second slide containing bulleted paragraphs. Use the techniques outlined above to adjust the line spacing within this slide.
- Save your changes and close the presentation.

Paragraph spacing

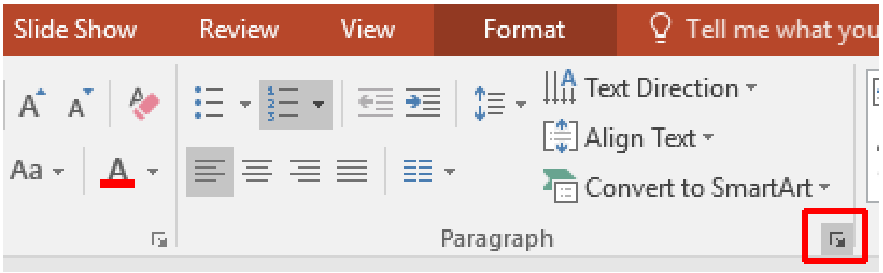
- Open a presentation called **Paragraph spacing**.
- Display the first slide which contains numbered paragraphs.
- Select the numbered paragraphs, as illustrated below.


Paragraph spacing - PowerPoint
Drawing To...
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Corbel (Body)
24
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Click to add notes
Slide 1 of 2
English (United States)
Notes
Comments
69%

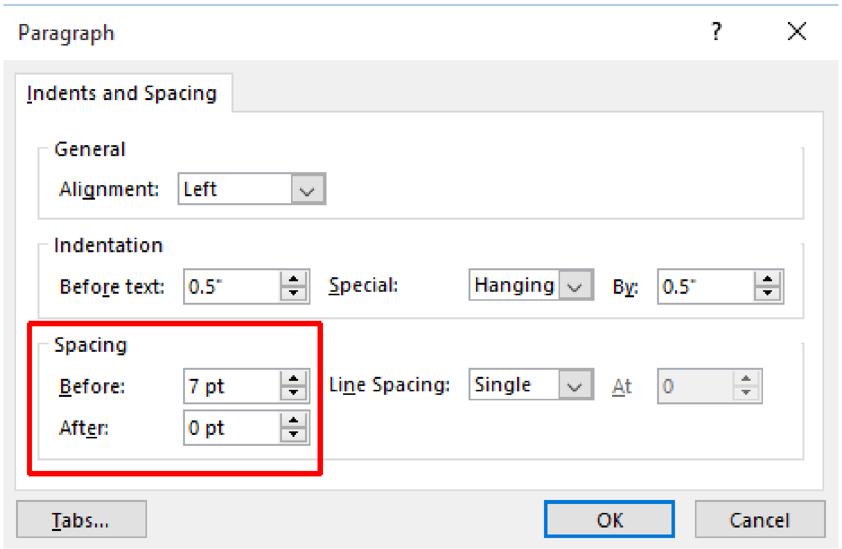
What is a Database?

1. A database is defined as an organized collection of data (information).
2. Single table databases are very limited in their uses and would not be considered as a business solution.
3. A database will be able to store data in a structured manner across multiple tables, use queries to locate specific information according to given criteria, produce detailed (on-screen or printed) reports, perform calculations and much more.

- Click on the **Home** tab and from within the **Paragraph** section, click on the **Dialog Box Launcher** icon, which is displayed at the bottom-right of the **Paragraph** group.


Slide Show
Review
View
Format
Tell me what you
Text Direction
Align Text
Convert to SmartArt
Aa
Paragraph

- This will display the **Paragraph** dialog box.


Paragraph
?
Indents and Spacing
General
Indentation
Spacing
Tabs...
OK
Cancel

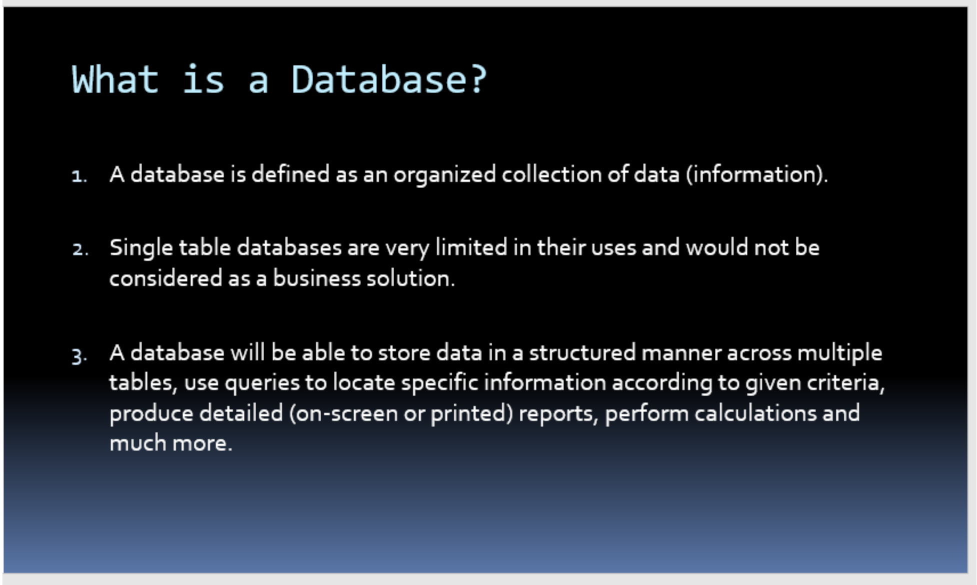
Alignment: Left

Before text: 0.5" Special: Hanging By: 0.5"

Before: 7 pt Line Spacing: Single At 0

After: 0 pt

- Experiment with increasing the **Before** and **After** spacing and observe the effect when you click on the **OK** button. An example of the effect is illustrated below. As expected the spacing between the paragraphs has increased.



What is a Database?

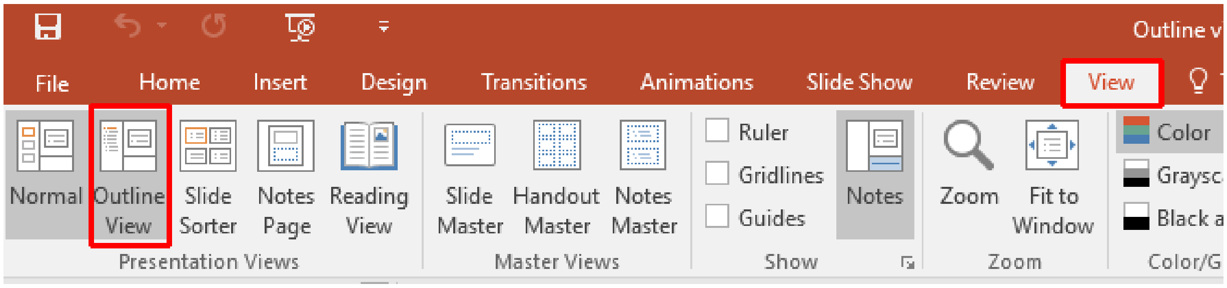
1. A database is defined as an organized collection of data (information).
2. Single table databases are very limited in their uses and would not be considered as a business solution.
3. A database will be able to store data in a structured manner across multiple tables, use queries to locate specific information according to given criteria, produce detailed (on-screen or printed) reports, perform calculations and much more.

- Display the second slide containing bulleted paragraphs. Use the techniques outlined above to adjust the paragraph spacing within this slide.

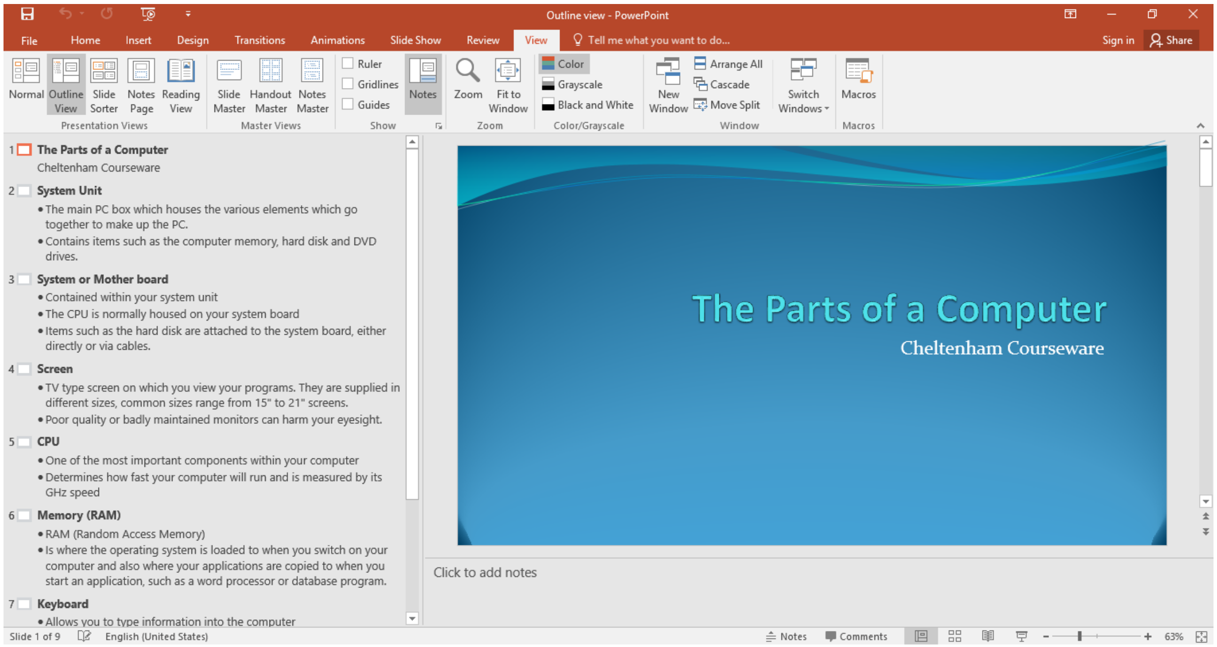
- Save your changes and close the presentation.

Using Outline view

- Open a presentation called **Outline view**.
- Click on the **View** tab and then click on the **Outline View** button.


Outline v
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
☐ Ruler
☐ Gridlines
☐ Guides
Show
Notes
Zoom
Fit to Window
Zoom
Color
Graysc
Black a
Color/G

- The screen will now look like this.


Outline view - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Show
Notes
Zoom
Fit to Window
Zoom
Color
Grayscale
Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Window
Switch Windows
Macros
Macros
The Parts of a Computer
Cheltenham Courseware
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
63%

1 **The Parts of a Computer**
Cheltenham Courseware

2 **System Unit**
- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

3 **System or Mother board**
- Contained within your system unit
- The CPU is normally housed on your system board
- Items such as the hard disk are attached to the system board, either directly or via cables.

4 **Screen**
- TV type screen on which you view your programs. They are supplied in different sizes, common sizes range from 15" to 21" screens.
- Poor quality or badly maintained monitors can harm your eyesight.

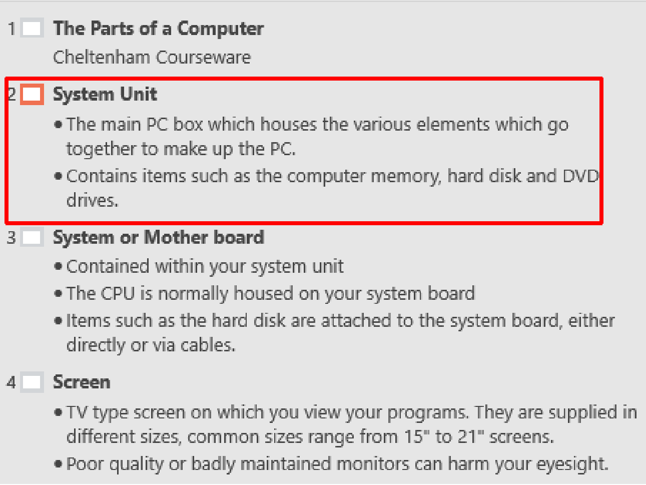
5 **CPU**
- One of the most important components within your computer
- Determines how fast your computer will run and is measured by its GHz speed

6 **Memory (RAM)**
- RAM (Random Access Memory)
- Is where the operating system is loaded to when you switch on your computer and also where your applications are copied to when you start an application, such as a word processor or database program.

7 **Keyboard**
- Allows you to type information into the computer

- The outline view, as the name implies lets you view your presentation as an outline. You are not distracted by the formatting and layout and can concentrate on the content and structure of the presentation.

- You can add or delete text within the outline view. As an example look at the details of the '**System Unit**' slide in outline view.



1 **The Parts of a Computer**
Cheltenham Courseware

2 **System Unit**
- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

3 **System or Mother board**
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- Items such as the hard disk are attached to the system board, either directly or via cables.

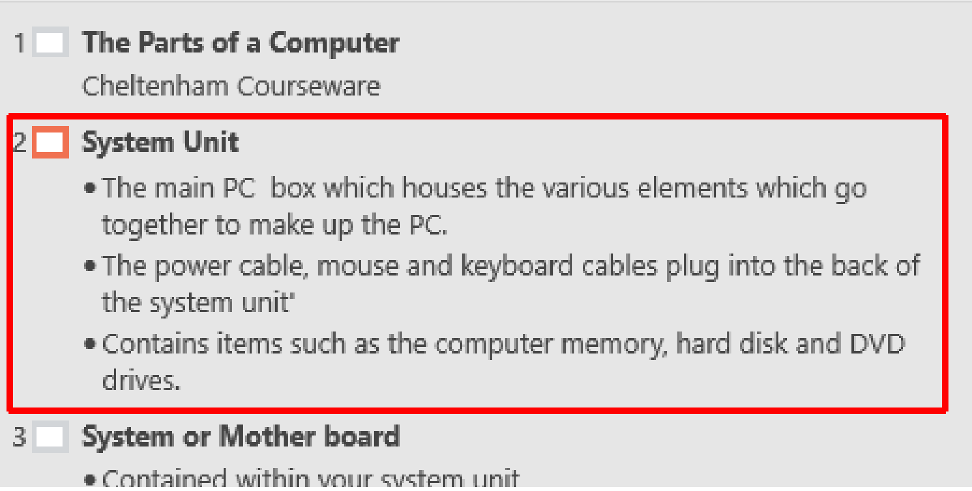
4 **Screen**
- TV type screen on which you view your programs. They are supplied in different sizes, common sizes range from 15" to 21" screens.
- Poor quality or badly maintained monitors can harm your eyesight.

- Click after the word '**PC**'.
- Press the **Enter** key.
- Type in the following paragraph of text.

'The power cable, mouse and keyboard cables plug into the back of the

system unit'

- As you will see the slide displayed this new bulleted paragraph in the normal way.



1 **The Parts of a Computer**

Cheltenham Courseware

2 **System Unit**

- The main PC box which houses the various elements which go together to make up the PC.
- The power cable, mouse and keyboard cables plug into the back of the system unit'
- Contains items such as the computer memory, hard disk and DVD drives.

3 **System or Mother board**

- Contained within your system unit

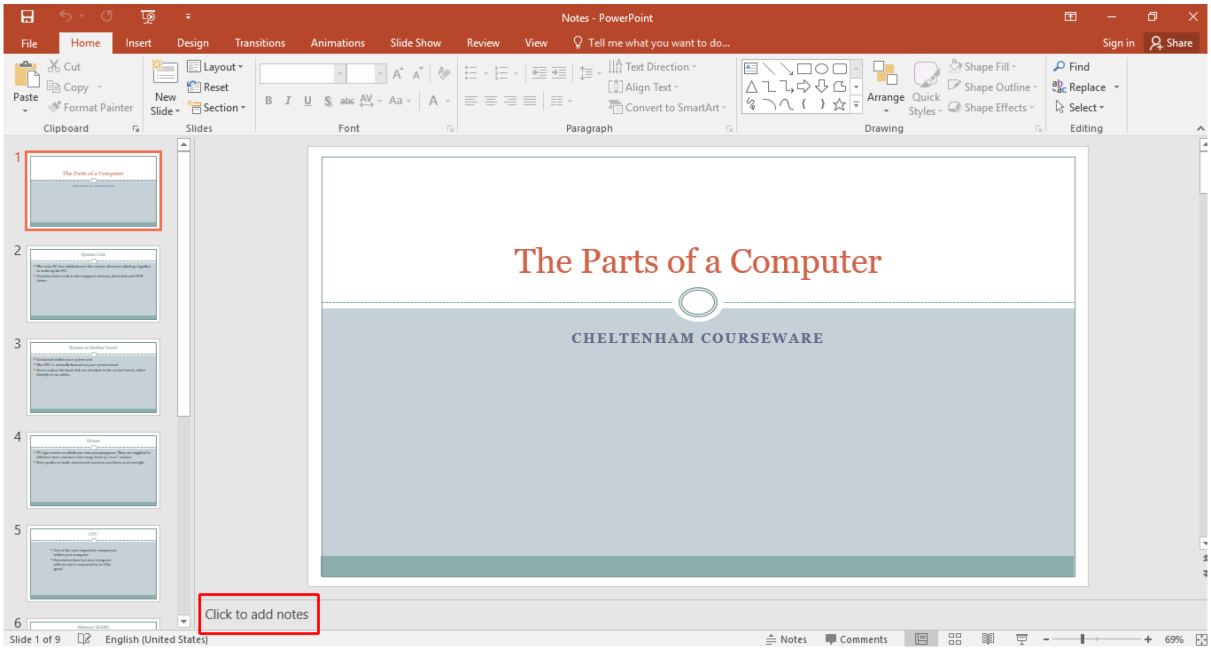
The additional text is also displayed in the outline.

TIP: When you are first creating a presentation consider creating the basic structure using outline view, so that you can concentrate on the content and structure of the presentation. Formatting the presentation, as we have seen is easy and comes later. The most important part of any good presentation is the content.

- Experiment with editing words, sentences and paragraphs within outline view.
- Save your changes and close the file.

PowerPoint Presenter Notes

- Open a presentation called **Notes**.
- If you look carefully at your screen you will see a section towards the bottom displaying the message '**Click to add notes**'


Notes - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
The Parts of a Computer
CHELTENHAM COURSEWARE
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

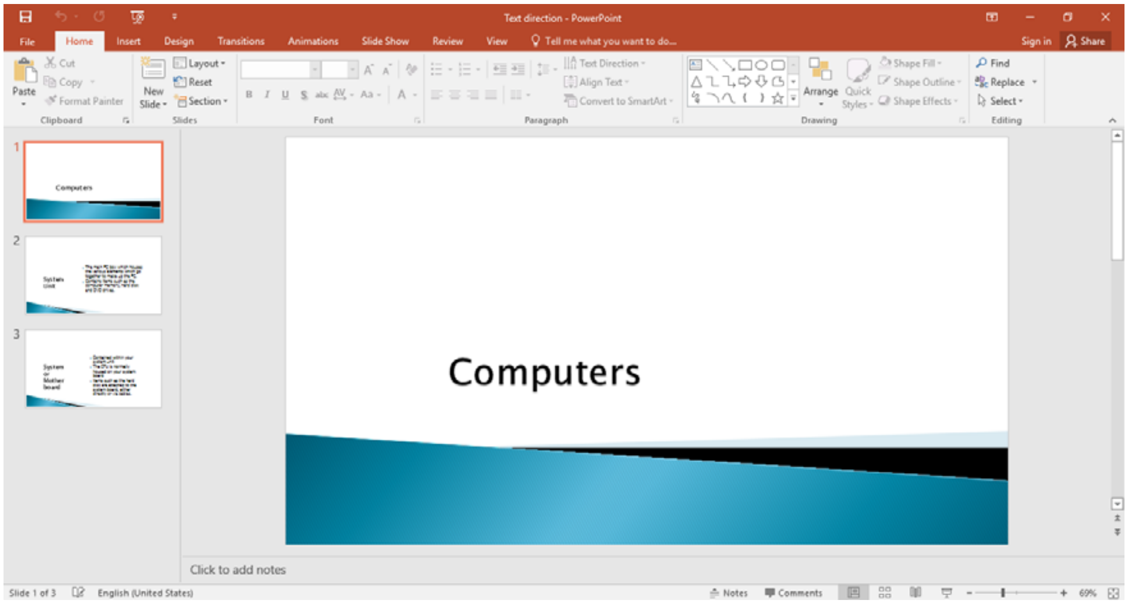
- You can use this area to add presenter notes to a presentation. These can be used as memory aids and prompts by the presenter, but are not designed to be seen by persons viewing the presentation. Add the following notes to the title page.

  Remember to point out that these days many people use laptops, where all the various parts of a computer are housed within a single box.

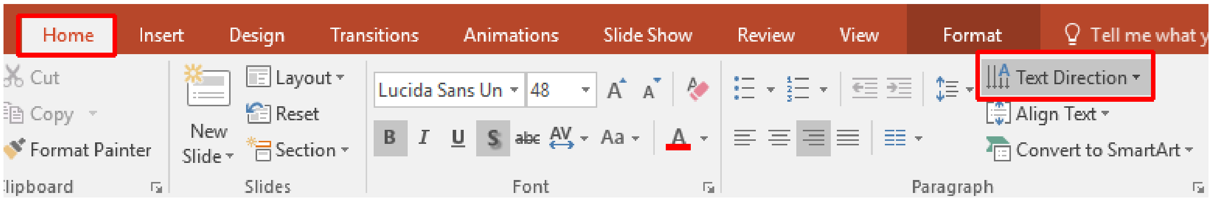
- Experiment with adding notes to some of the other slides within the presentation (just make up some information).
- Save your changes and close the presentation.

Text direction

- Open a presentation called **Text direction**.


Text direction - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Computers
Click to add notes
Slide 1 of 3
English (United States)
Notes
Comments
69%

- Click on the word '**Computers**' within the first slide.
- Click on the **Home** tab and within the **Paragraph** group click on the **Text Direction** icon.


Home
Insert
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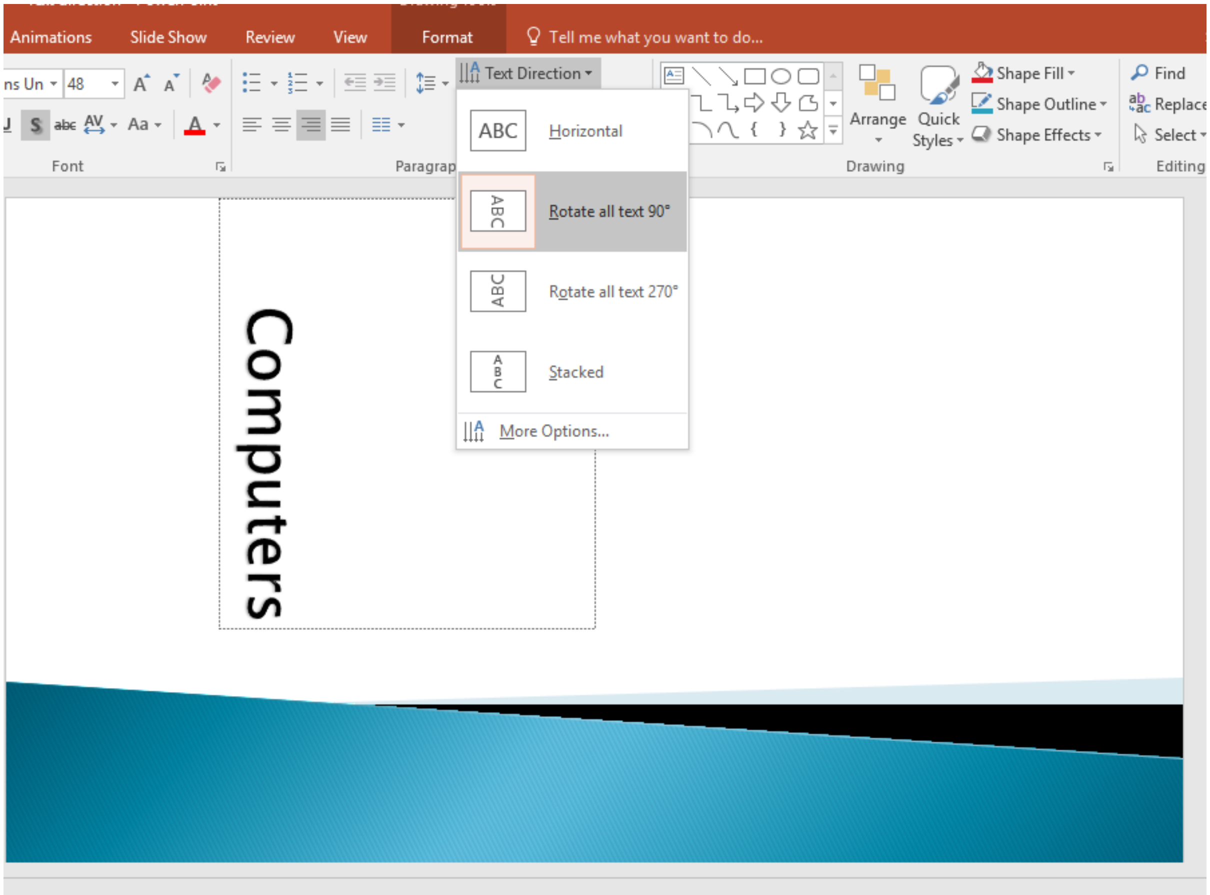
Format Painter
lipboard
New Slide
Layout
Reset
Section
Slides
Lucida Sans Un
48
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph

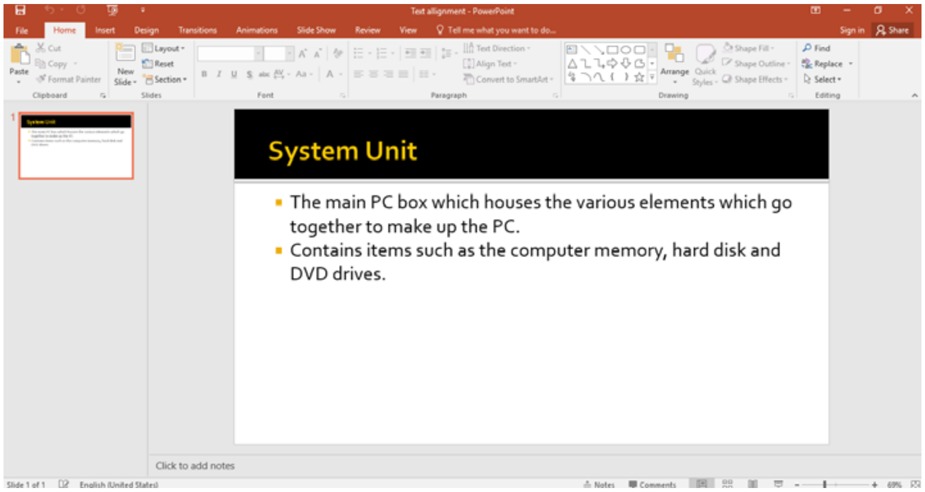
- This will display a drop down list of text direction options. Select the **Rotate all text 90°** option. Your slide will now look like this.


Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Text Direction
ABC Horizontal
Rotate all text 90°
Rotate all text 270°
Stacked
More Options...
Font
Paragrap
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Computers

- Experiment with applying other **Text Direction** options to the rest of the slides within your presentation.
- Save your changes and close the file.

Text alignment within a Text Box (placeholder)

- Open a presentation called **Text alignment**. This presentation only contains one slide for you to practice modifying the alignment of text within a Text Box (placeholder).

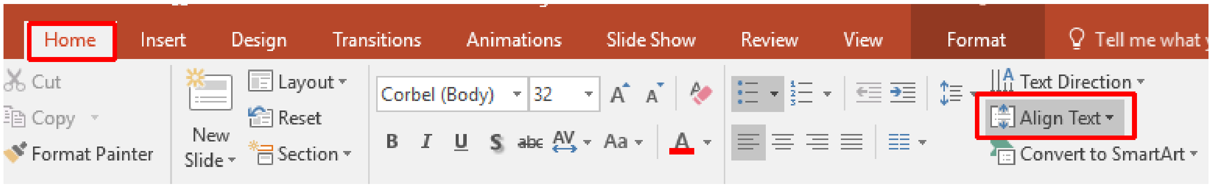


System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

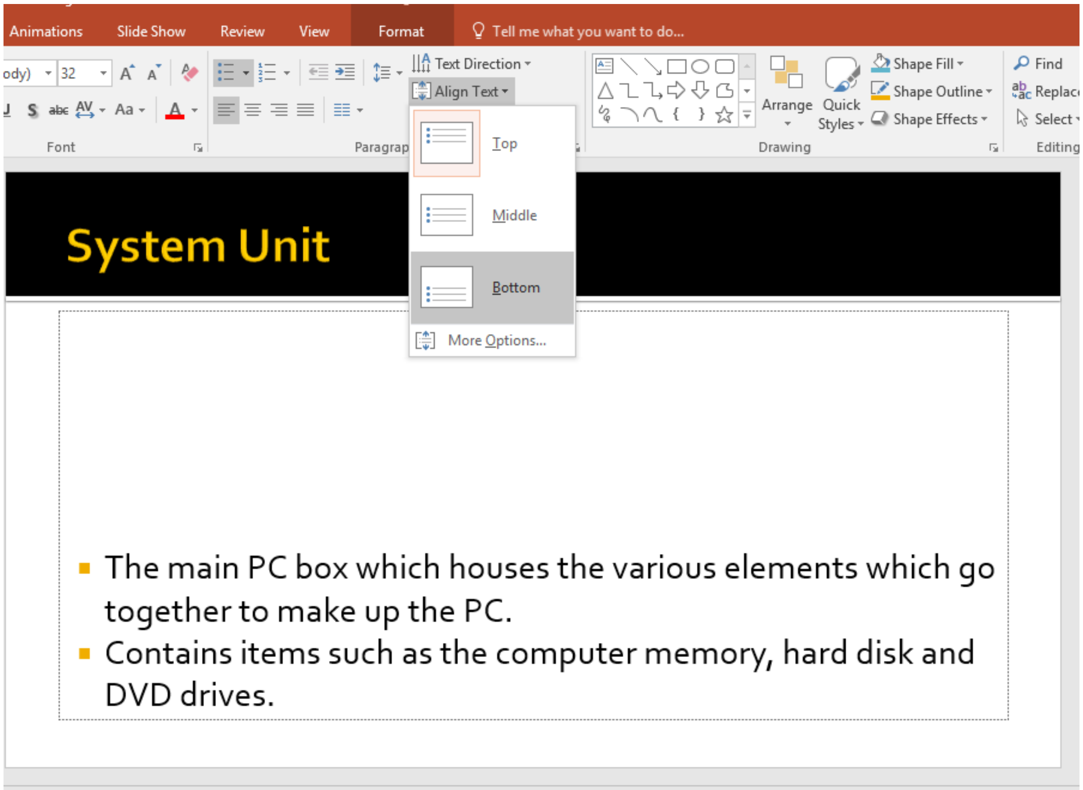
Text alignment - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Click to add notes

- Click within the body text and then click on the **Align Text** icon (Located within the **Paragraph** section of the **Home** tab).



Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Tell me what y
Cut
Copy
Format Painter
New Slide
Layout
Reset
Section
Corbel (Body)
32
Text Direction
Align Text
Convert to SmartArt

- This will display a drop list of options. Experiment with applying the **Top**, **Middle** and **Bottom** options and observe the effect.


Animations
Slide Show
Review
View
Format
Tell me what you want to do...
ody)
32
Font
Paragrap
Text Direction
Align Text
Top
Middle
Bottom
More Options...
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing

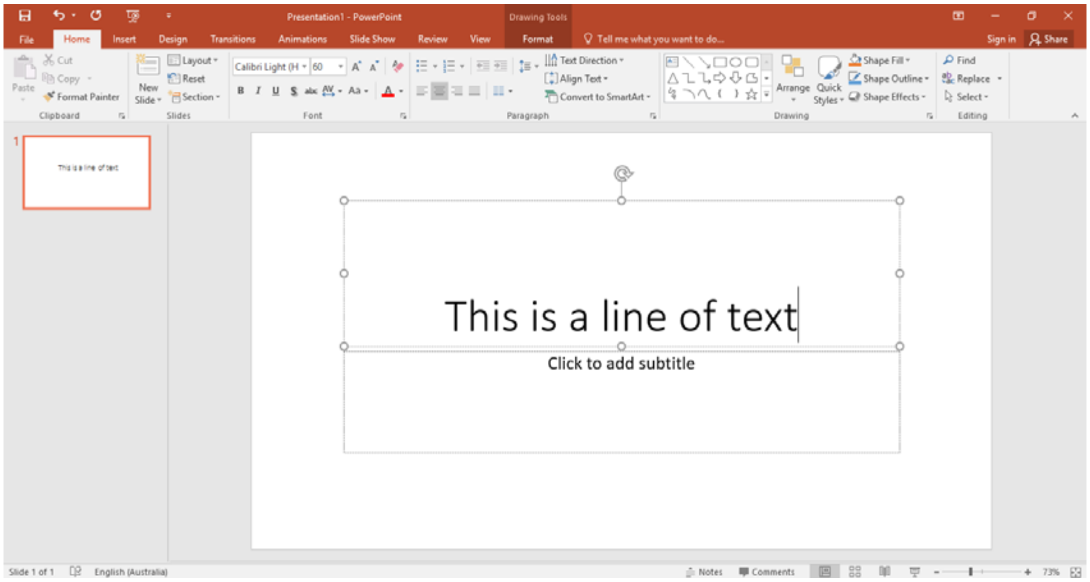
System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

- Save your changes and close the presentation.

Text AutoFit

- If necessary, start PowerPoint.
- Create a new blank presentation (by pressing **Ctrl+N**).
- Click within the title placeholders and type in a short line of text, as illustrated.

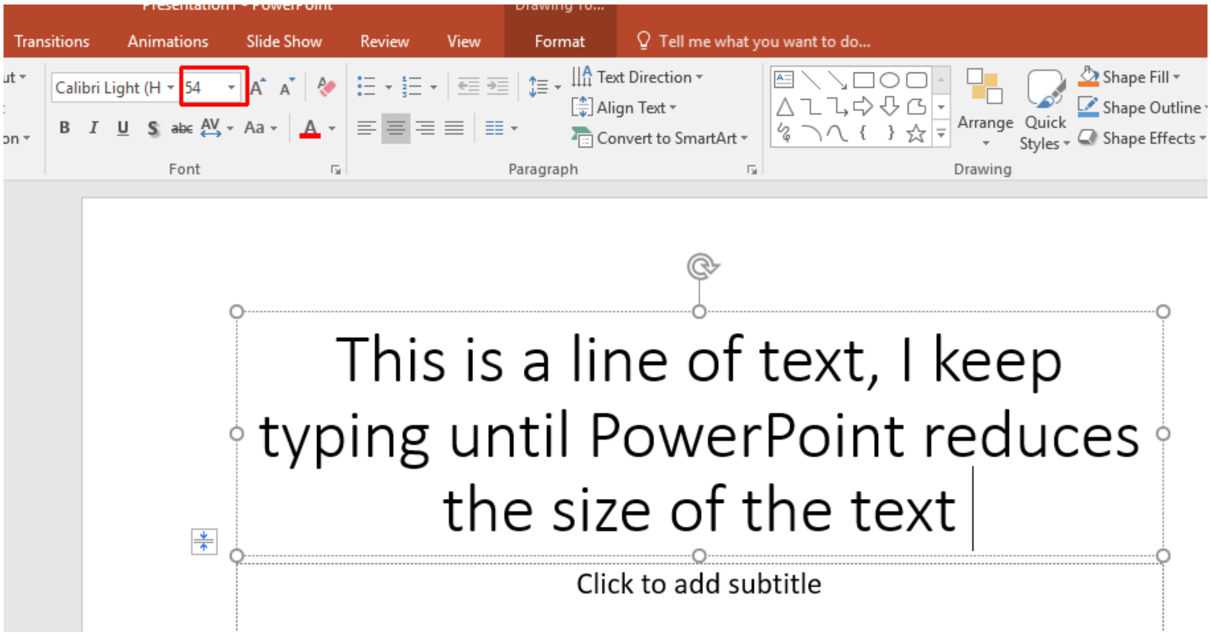


This is a line of text

Click to add subtitle

Presentation1 - PowerPoint
Drawing Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Sign in
Share
Calibri Light (H
60
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Slide 1 of 1
English (Australia)
Notes
Comments
73%

- In the example illustrated you will notice that the text font size is **60** points. Add a few more lines of text and you will notice that PowerPoint automatically reduces the font size.

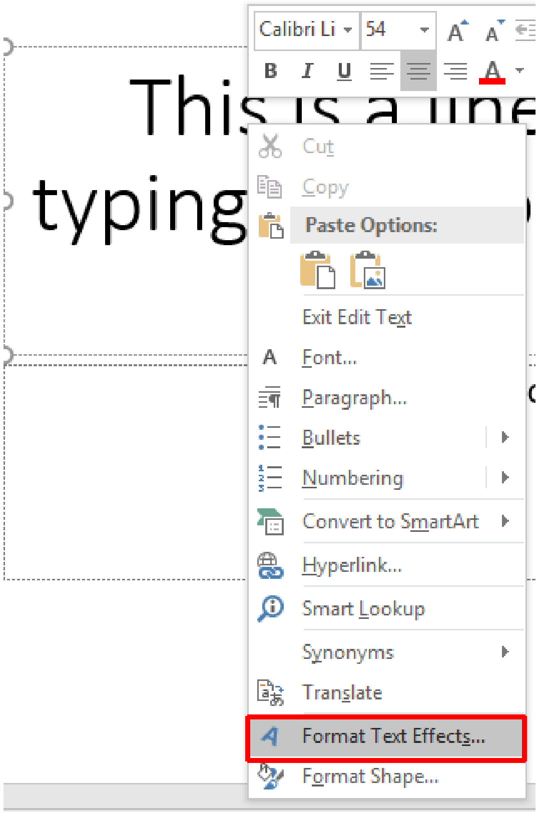


This is a line of text, I keep typing until PowerPoint reduces the size of the text

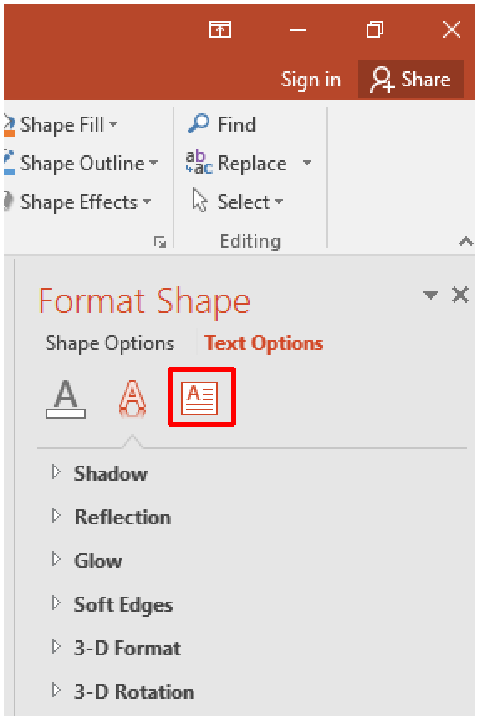
Click to add subtitle

Transitions
Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Calibri Light (H
54
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Font
Paragraph
Drawing

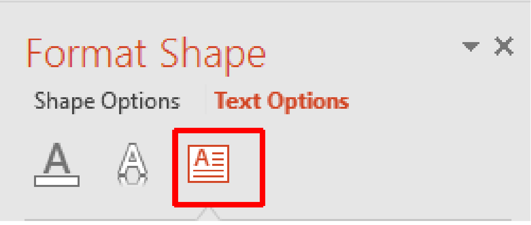
- Right click on your text and from the menu displayed select **Format Text Effects**.


Calibri Li
54
B I U
Cut
Copy
Paste Options:
Exit Edit Text
Font...
Paragraph...
Bullets
Numbering
Convert to SmartArt
Hyperlink...
Smart Lookup
Synonyms
Translate
Format Text Effects...
Format Shape...

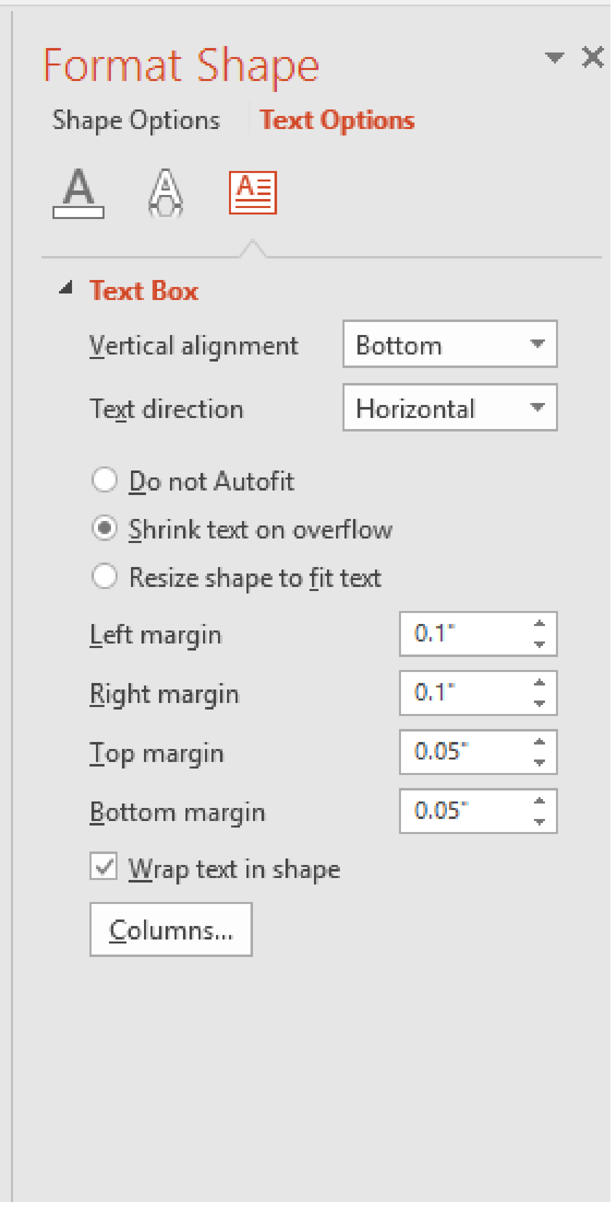
- The **Format Shape** pane is displayed to the right.


Sign in
Share
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
Format Shape
Shape Options
Text Options
Shadow
Reflection
Glow
Soft Edges
3-D Format
3-D Rotation

- Click on the **Text** icon.


Format Shape
Shape Options
Text Options

- Your screen will now look like this.


Format Shape
Shape Options
Text Options

Text Box

Vertical alignment: Bottom

Text direction: Horizontal

○ Do not Autofit

● Shrink text on overflow

○ Resize shape to fit text

Left margin: 0.1"

Right margin: 0.1"

Top margin: 0.05"

Bottom margin: 0.05"

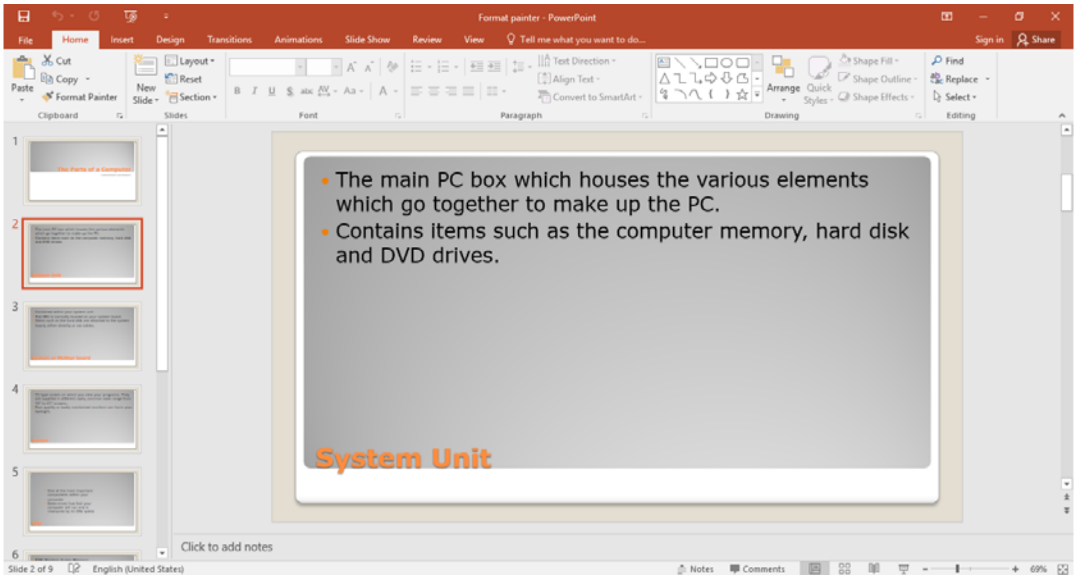
☑ Wrap text in shape

Columns...

- Try clicking on the **Do not AutoFit** button and observe the effect (you should find that the font gets larger).
- Close your presentation without saving your changes.

Using the Format Painter

- Open a presentation called **Format Painter**.
- Display the second slide.


Format painter - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Notes
Comments
69%

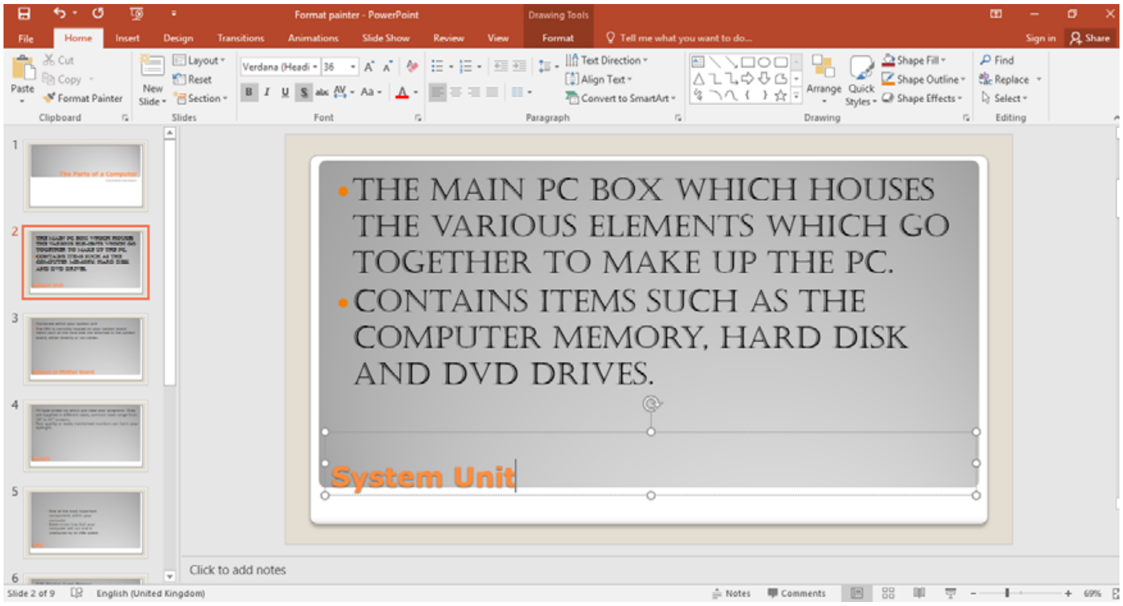
- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

System Unit

Click to add notes

Slide 2 of 9 English (United States)

- Select both bulleted paragraphs within this slide and apply text formatting effects, such as changing the font type, color and size.


Format painter - PowerPoint
Drawing Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
Tell me what you want to do...
Sign in
Share
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Verdana (Headi
36
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Notes
Comments
69%

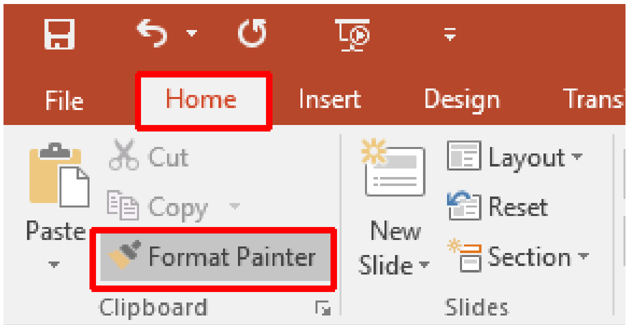
- THE MAIN PC BOX WHICH HOUSES THE VARIOUS ELEMENTS WHICH GO TOGETHER TO MAKE UP THE PC.
- CONTAINS ITEMS SUCH AS THE COMPUTER MEMORY, HARD DISK AND DVD DRIVES.

System Unit

Click to add notes

Slide 2 of 9 English (United Kingdom)

- Once you have applied these text formatting modifications, select the text that you have just formatted and then click on the **Format Painter** icon (contained within the **Clipboard** section of the **Home** tab). The shape of the mouse pointer will change to that of a **paint brush**.



- Display another slide within the presentation and then click at the end of a paragraph and while keeping the mouse button depressed move the mouse pointer up to the start of the paragraph. When you release the mouse button the text formatting characteristics of the original paragraph will be applied to the current paragraph.

  TIP: If you single click on the **Format Painter** icon, then the format painting effect of dragging across a portion of text will only work once.

  If, however you double click on the **Format Painter** icon, the effect will remain active until you press the **Esc** key to turn the effect off. You can use this trick to apply the formatting from one portion of text to many portions of text throughout the presentation. Try experimenting with using this trick now.

- Save your changes and close the presentation.

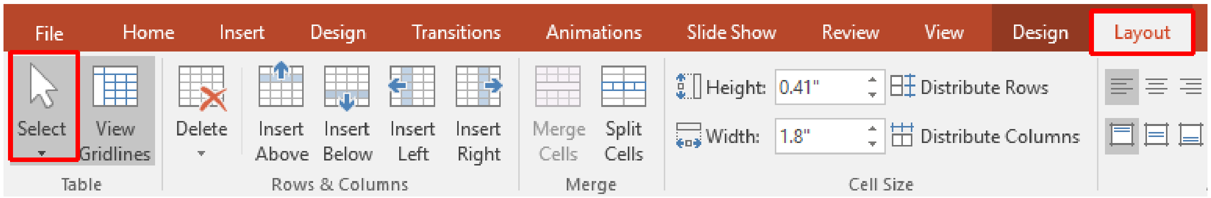
Tables and PowerPoint 2016

Table selection techniques

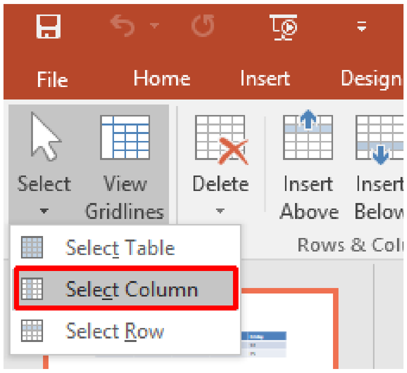
- Open a presentation called **Table selection**. We will use this presentation to practice selecting a row, column and the entire table.

Column selection

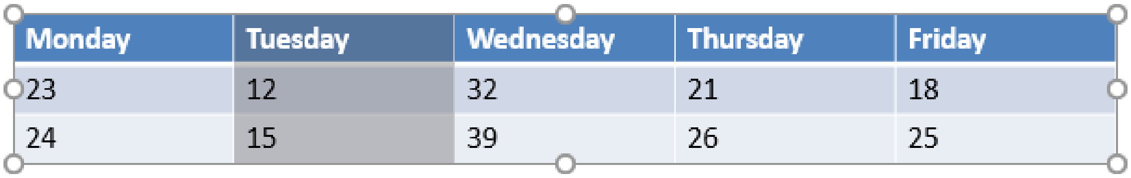
- We will select the second column.
- First click anywhere within the second column.
- Click on the **Layout** tab and from within the **Table** section, click on the **Select** icon.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Layout
Select
View Gridlines
Table
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Merge
Height: 0.41"
Width: 1.8"
Distribute Rows
Distribute Columns
Cell Size

- A drop down is displayed, select the **Select Column** command.


File
Home
Insert
Design
Select
View Gridlines
Delete
Insert Above
Insert Below
Rows & Col
Select Table
Select Column
Select Row

The second column is now selected, as illustrated.

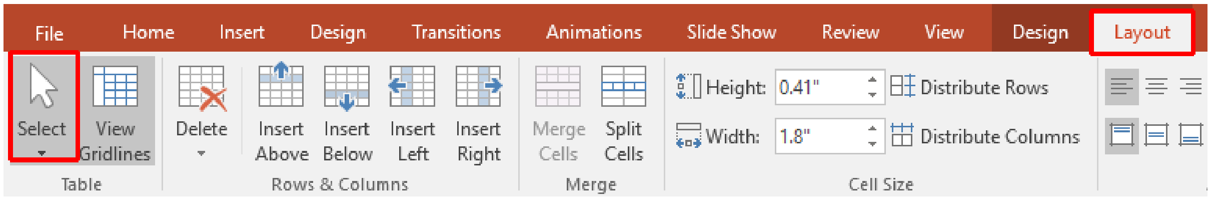


Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

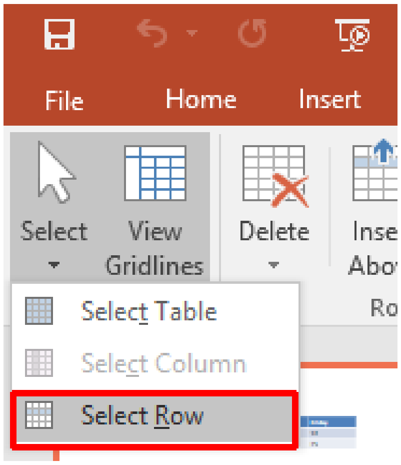
- Click within any table cell that is not currently selected to de-select the column.

Row selection

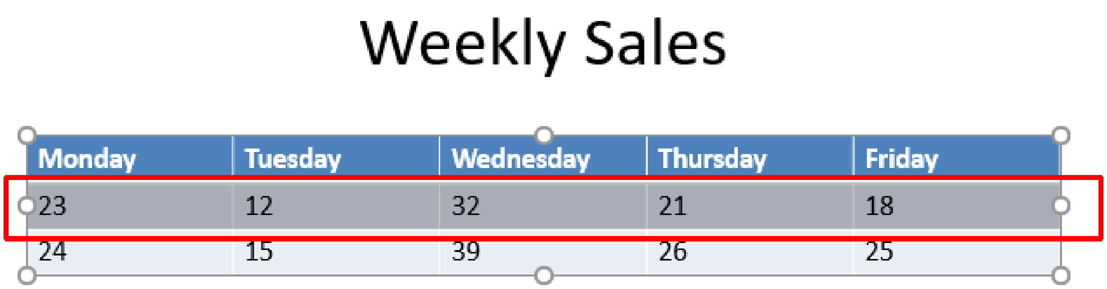
- We will select the second row. First click anywhere within the second row.
- Click on the **Layout** tab and from within the **Table** section, click on the **Select** icon.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Layout
Select
View Gridlines
Table
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Rows & Columns
Merge Cells
Split Cells
Merge
Height: 0.41"
Width: 1.8"
Distribute Rows
Distribute Columns
Cell Size

- A drop down is displayed, select the **Select Row** command.


File
Home
Insert
Select
View Gridlines
Delete
Inse Abo
Ro
Select Table
Select Column
Select Row

The second row is now selected, as illustrated.



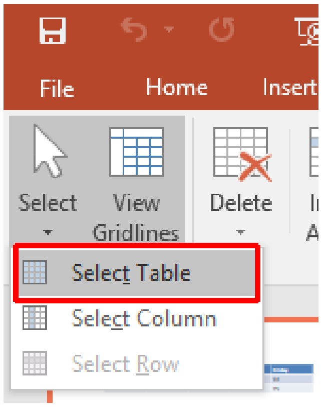
Weekly Sales

Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

- Click within any table cell that is not currently selected to de-select the row.

Entire table selection

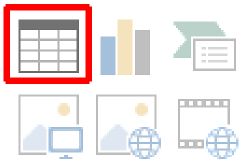
- We will now select the entire table. First click anywhere within the table.
- Click on the **Layout** tab and from within the **Table** section, click on the **Select** icon. A drop down is displayed, select the **Select Table** command.


File
Home
Insert
Select
View Gridlines
Delete
Select Table
Select Column
Select Row

- The entire table is now selected.
- Close your presentation without saving any changes that you may have made.

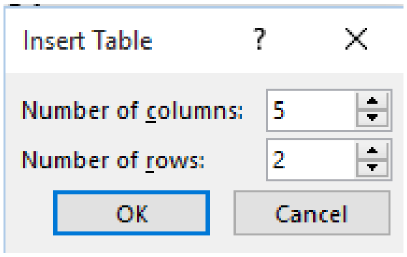
Creating a table

- Open the presentation called **Tables**.
- Display the second slide.
- Click on the **Insert Table** icon displayed in the center of the slide.



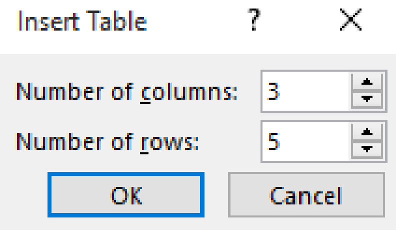
TIP: Alternatively, to insert a table click on the **Insert** tab and click on the **Table** icon displayed within the Ribbon.

- You will see the **Insert Table** dialog box as illustrated.


Insert Table
?
Number of columns:
Number of rows:
OK
Cancel

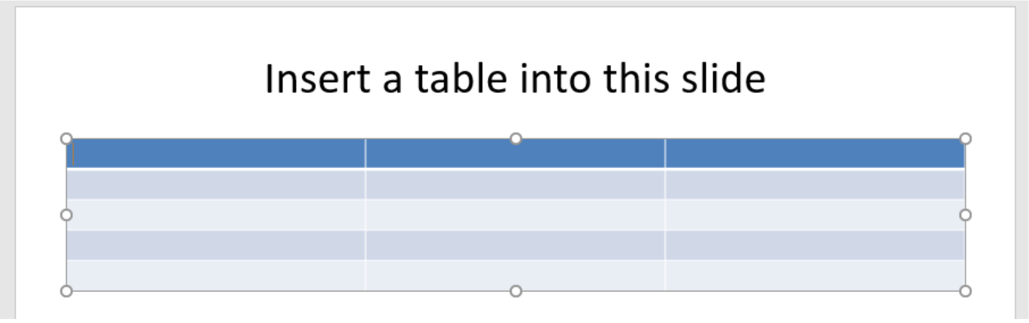
Number of columns: 5
Number of rows: 2

- Use the dialog box to create **3 columns** and **5 rows**, as illustrated.


Insert Table
?
Number of columns:
Number of rows:
OK
Cancel

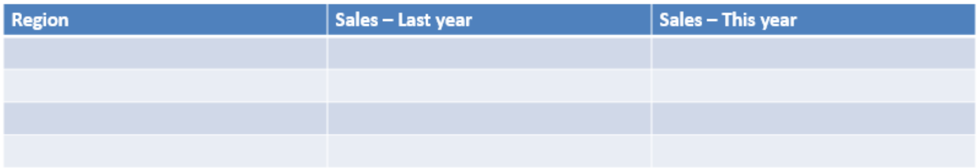
Number of columns: 3
Number of rows: 5

- Click on the **OK** button and the table will be inserted into the slide, as illustrated.



Insert a table into this slide

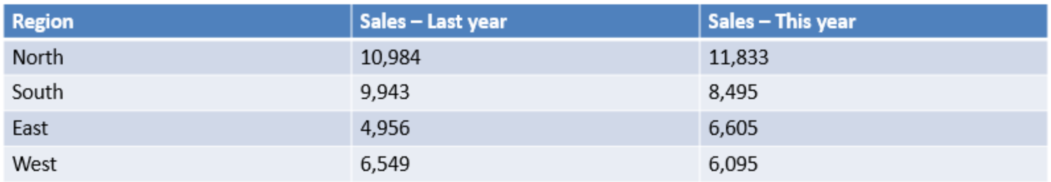
- Click within the first cell (top-left) and type in the text '**Region**'.
- Press the **Tab** key to move to the next cell and type in the text '**Sales – Last Year**'.
- Press the **Tab** key to move to the next cell and type in the text '**Sales – This Year**'.
- Your table should now look like this.



Region	Sales – Last year	Sales – This year

- Add the following data to your table.

TIP: Press the **Tab** key to move from cell to cell within the table.



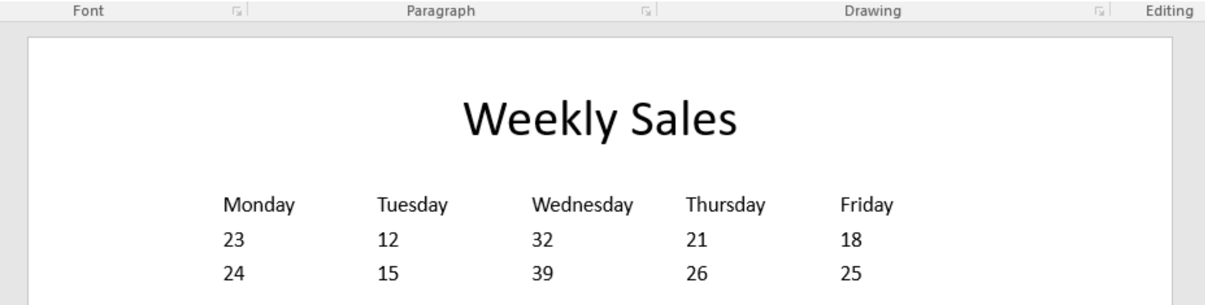
Region	Sales – Last year	Sales – This year
North	10,984	11,833
South	9,943	8,495
East	4,956	6,605
West	6,549	6,095

NOTE: If you want to edit existing text within a table, simply select the text within the table and overtype.

- Save your changes and close the presentation.

Applying a style to a table

- Open a presentation called **Table Styles**.


Font
Paragraph
Drawing
Editing

Weekly Sales

Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

- If necessary, double click within the table and you should see the **Table Tools** Ribbon displayed.

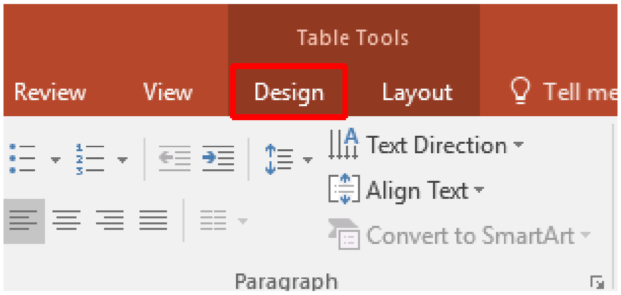
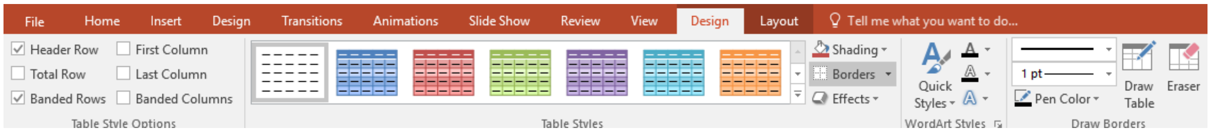


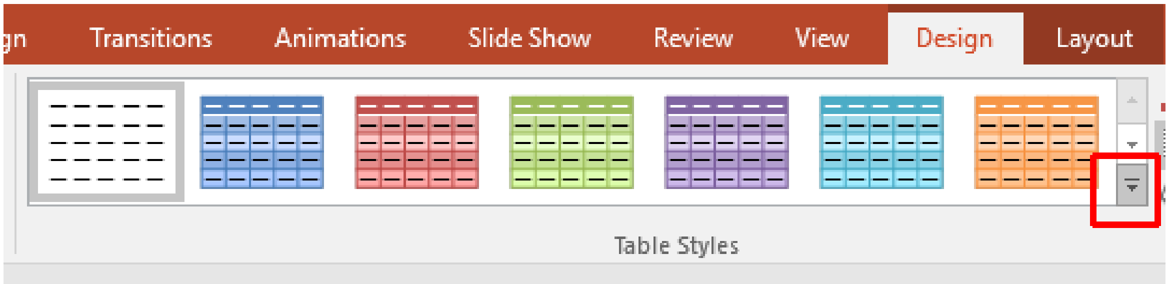
Table Tools
Review
View
Design
Layout
Tell me
Text Direction
Align Text
Convert to SmartArt
Paragraph

- If necessary, click on the **Design** tab.


File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Layout
Tell me what you want to do...
Table Style Options
Table Styles
Shading
Borders
Effects
Quick Styles
WordArt Styles
1 pt
Pen Color
Draw Table
Eraser
Draw Borders

☑ Header Row
☐ Total Row
☑ Banded Rows
☐ First Column
☐ Last Column
☐ Banded Columns

- Click on the **down arrow** (called the **More** arrow) at the right of the **Table Styles** section.


gn
Transitions
Animations
Slide Show
Review
View
Design
Layout
Table Styles

You will see a drop down displaying a range of different styles. Click on one and see the effect on your table.

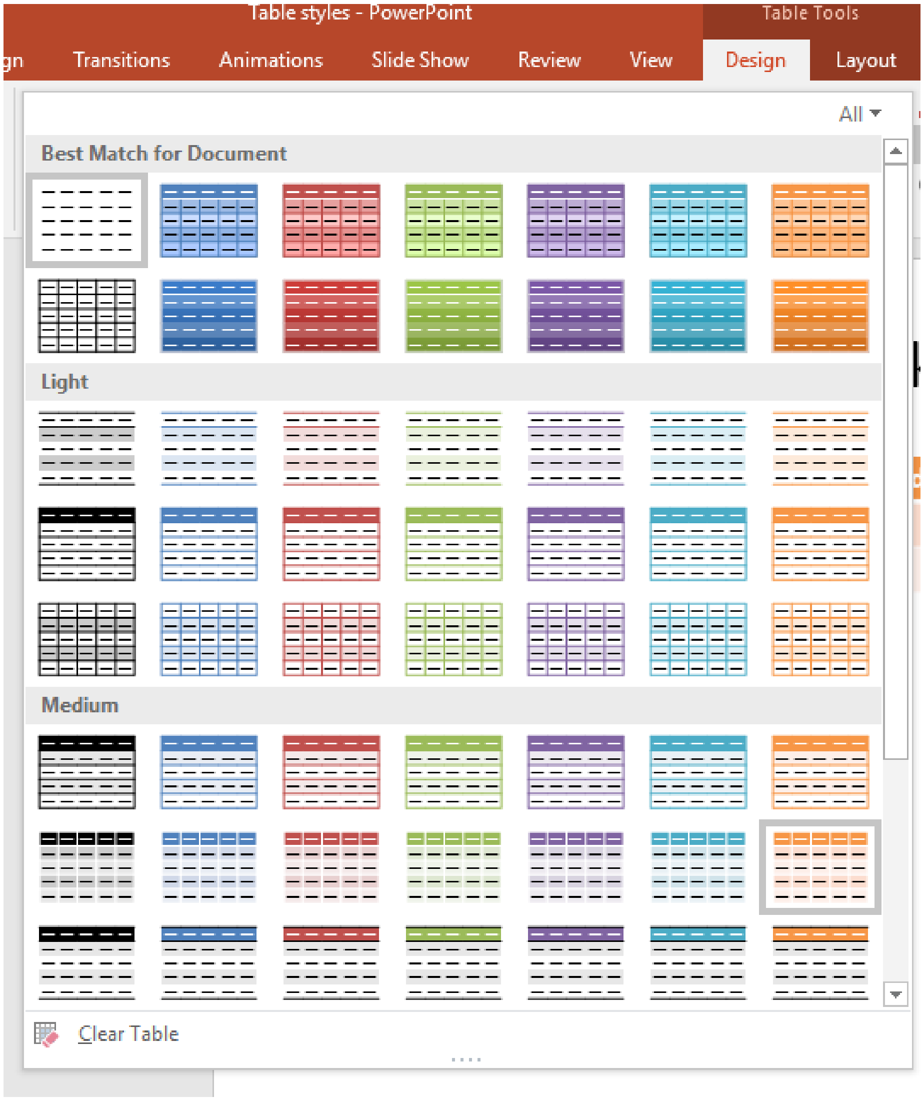
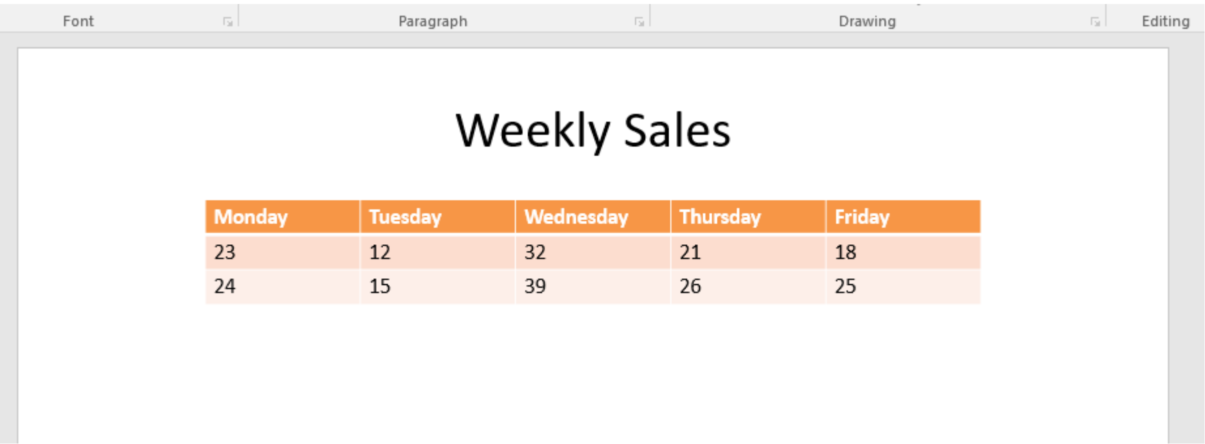


Table styles - PowerPoint
Table Tools
gn
Transitions
Animations
Slide Show
Review
View
Design
Layout
All
Best Match for Document
Light
Medium
Clear Table

- Your table should look something like this.



Weekly Sales

Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

- Save your changes and close the presentation.

Cell background shading

- Open a presentation called **Table Styles 2**.
- Click within the cell containing the word '**Monday**'. While pressing the **Shift** key click on the cell containing the word **Friday**. Release the **Shift** key and the top row of cells will remain selected.
- Within the **Table Styles** section of the Ribbon click on the **down arrow** to the right of the **Shading** icon. This will display a drop down from which you can select the background shading color for the cell.

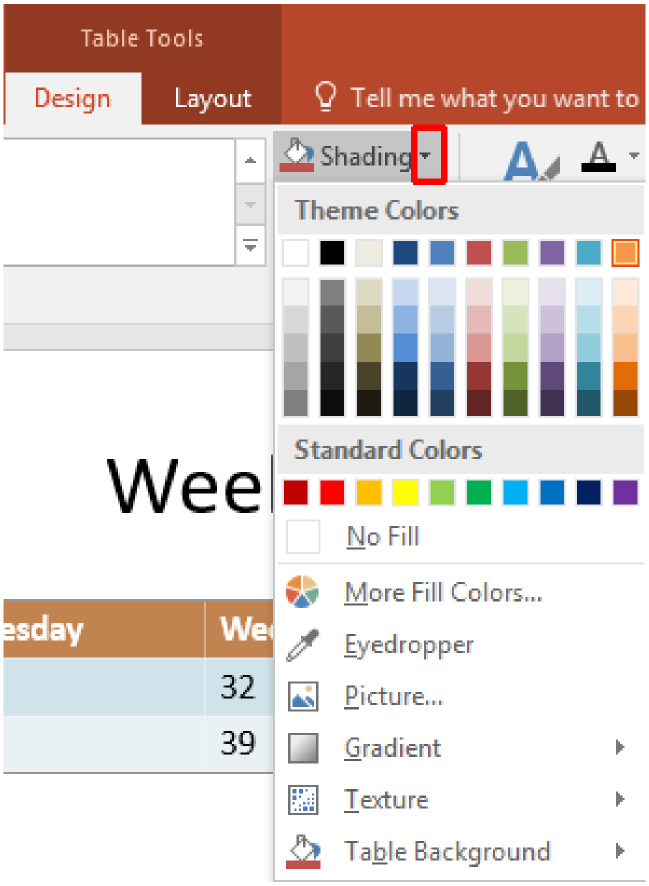


Table Tools
Design
Layout
Tell me what you want to
Shading
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esday
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32
39
Standard Colors
No Fill
More Fill Colors...
Eyedropper
Picture...
Gradient
Texture
Table Background

TIP: If you have time select other options within the drop down such as **Gradient** or **Texture**. These can add dramatic impact to your table.

- Save your changes and close the presentation.

Applying table effects

- Open a presentation called **Table Styles 3**.
- Click within the first cell and while holding the mouse button drag to the last cell in the table. When you release the mouse button all the cells will be selected.
- Click on the **Effects** button displayed within the **Table Styles** section of the Ribbon.

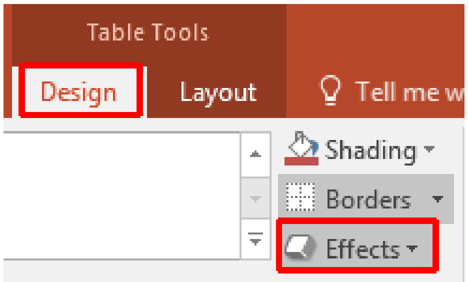
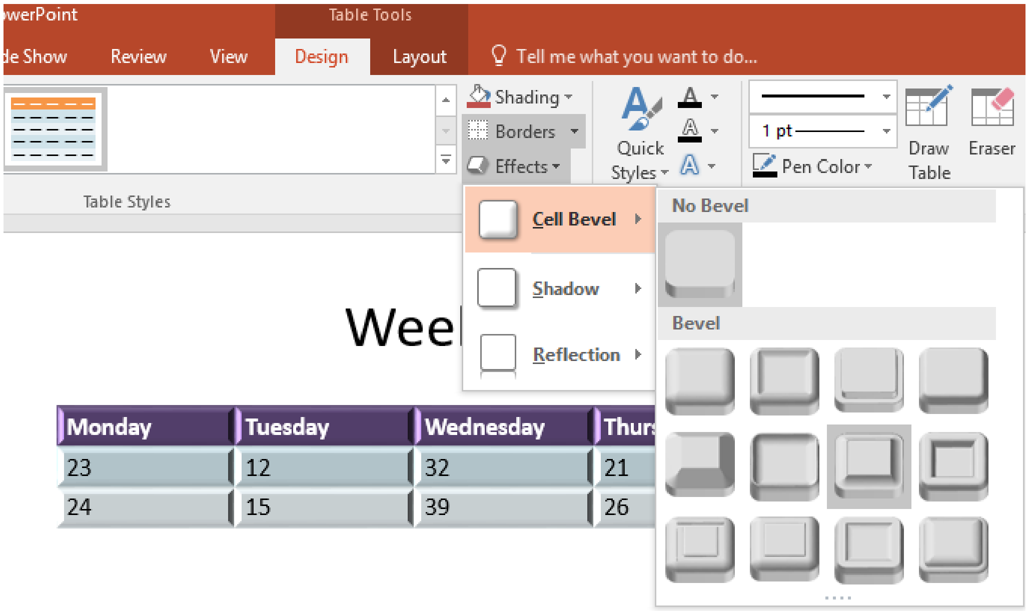


Table Tools
Design
Layout
Tell me w
Shading
Borders
Effects

- Experiment with applying **Cell Bevel** effects.


werPoint
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Tell me what you want to do...
Shading
Borders
Effects
Quick Styles
1 pt
Pen Color
Draw Table
Eraser
Table Styles
Cell Bevel
Shadow
Reflection
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Bevel
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23
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26

- Experiment with applying **Shadow** effects to your table.

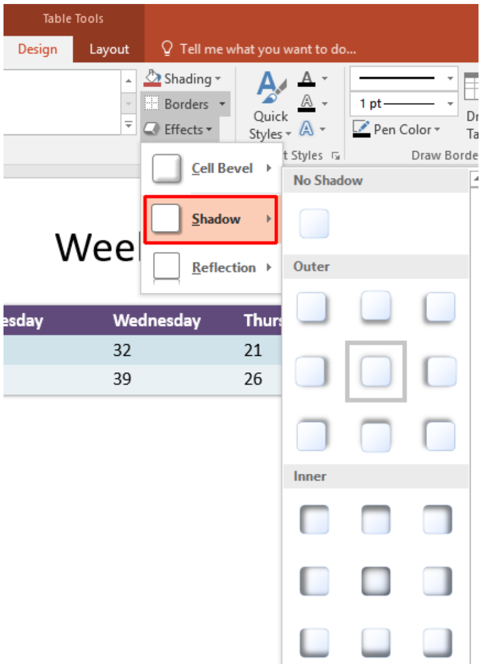
Table Tools
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Borders
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Quick Styles
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Cell Bevel
Shadow
Reflection
No Shadow
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26

- Experiment with applying **Reflection** effects to your table.

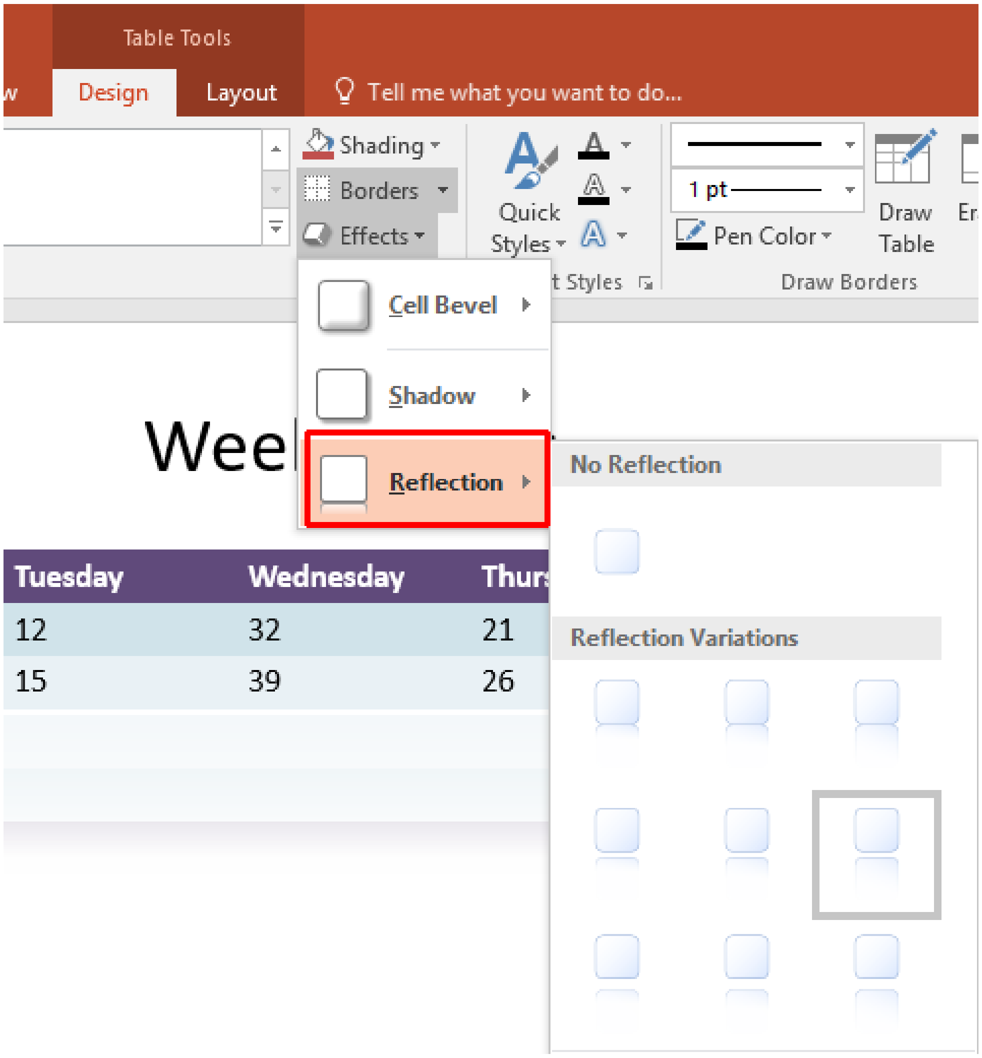
Table Tools
Design
Layout
Tell me what you want to do...
Shading
Borders
Effects
Quick Styles
1 pt
Pen Color
Draw Table
Draw Borders
Cell Bevel
Shadow
Reflection
No Reflection
Reflection Variations
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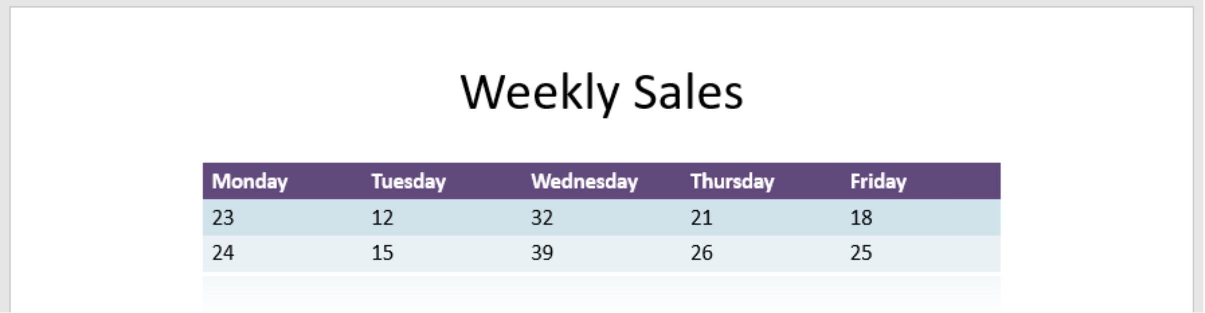
- Save your changes and close the presentation.

Adding 'Quick Styles' to selected text

- Open a presentation called **Table Styles 4**.



Weekly Sales

Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

- Select the top line of cells. Under the **Design** tab, click on the **Quick Styles** icon.

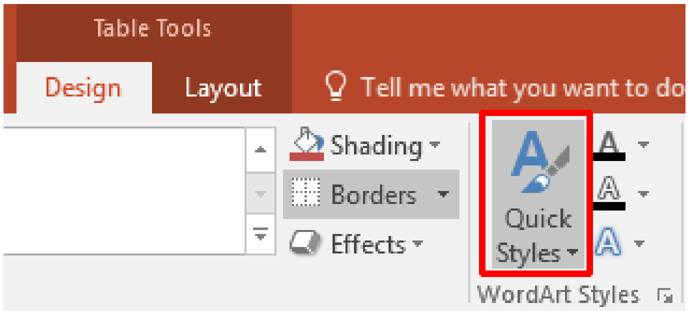
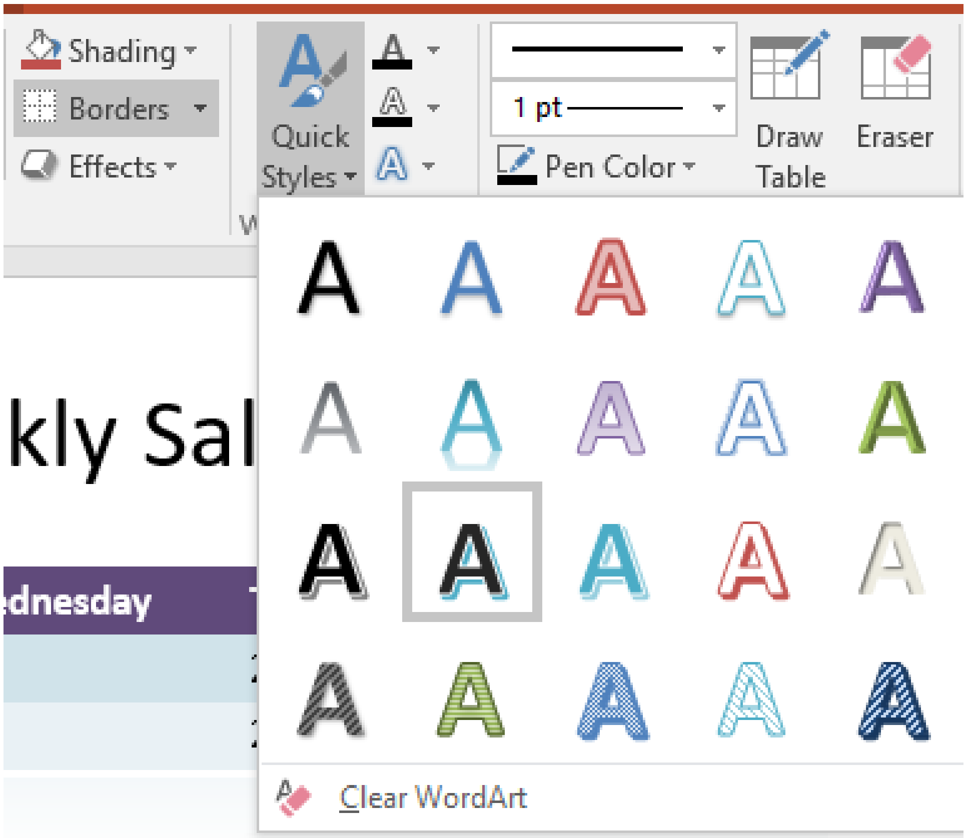


Table Tools
Design
Layout
Tell me what you want to do
Shading
Borders
Effects
Quick Styles
WordArt Styles

You will see a drop down from which you can select a **Quick Style** of your choice. Experiment with applying different Quick Styles to the selected text.


Shading
Borders
Effects
Quick Styles
1 pt
Pen Color
Draw Table
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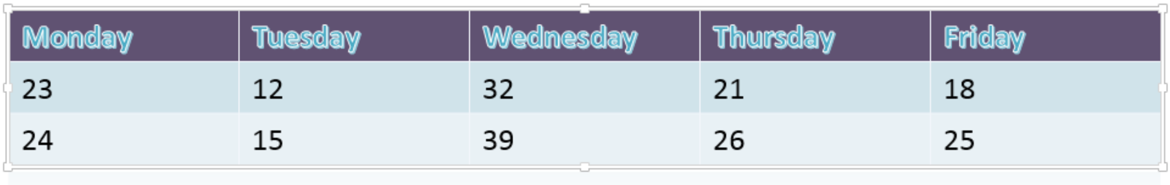
Clear WordArt

- The top row will now look like this.

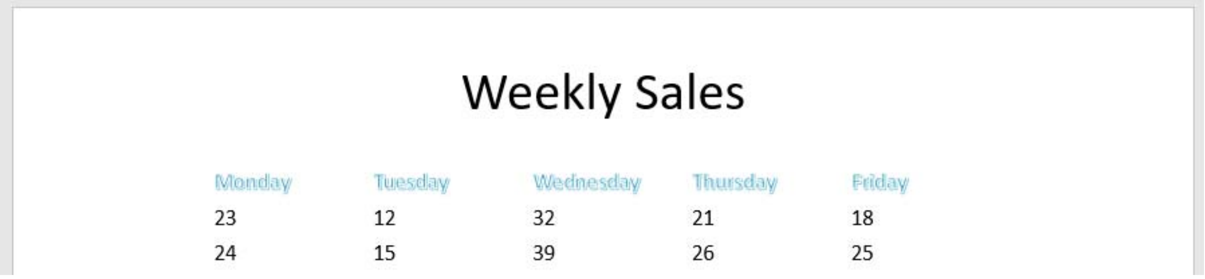


Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

- Save your changes and close the presentation.

Applying borders to cells

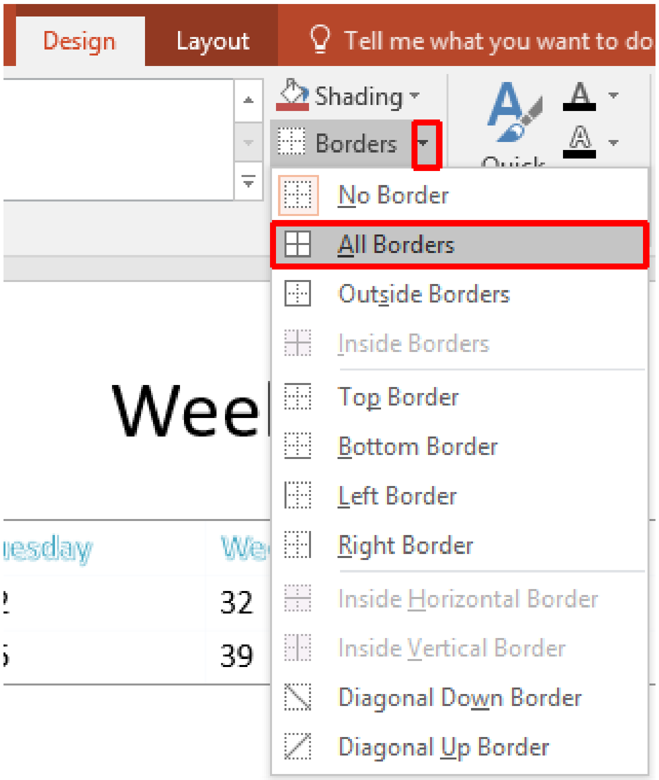
- Open a presentation called **Table Styles 5**.



Weekly Sales

Monday	Tuesday	Wednesday	Thursday	Friday
23	12	32	21	18
24	15	39	26	25

- Select the entire table.
- Click on the down arrow next to the **Borders** button, contained within the **Table Styles** group. This will display a drop list of options.


Design
Layout
Tell me what you want to do
Shading
Borders
Quick
No Border
All Borders
Outside Borders
Inside Borders
Top Border
Bottom Border
Left Border
Right Border
Inside Horizontal Border
Inside Vertical Border
Diagonal Down Border
Diagonal Up Border
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uesday
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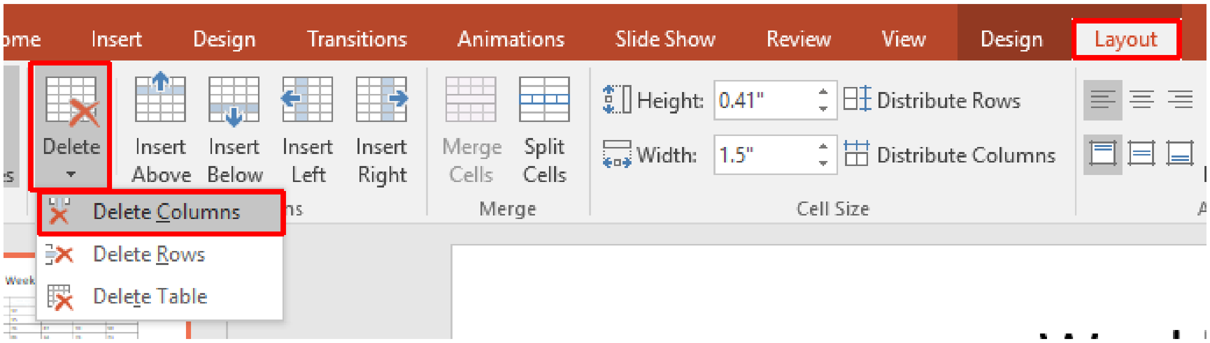
32
39

- Experiment with applying different types of borders and get a feel for what is available.
- Save your changes and close the presentation.

Deleting a column

- Open a presentation called **Deleting a column**.
- Click within a cell, in the column that you wish to delete.
- If necessary, click on the **Layout** tab and then click on the **Delete** button. From the drop down menu displayed, click on the **Delete Columns** command.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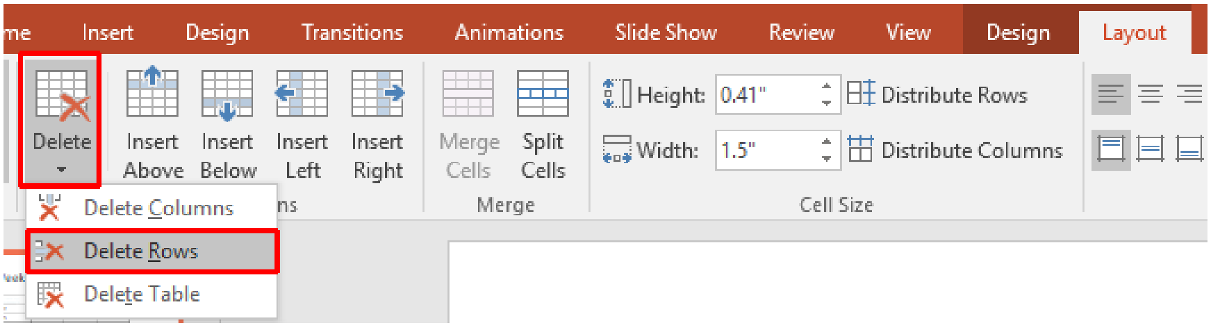
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Layout
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Merge
Height: 0.41"
Width: 1.5"
Distribute Rows
Distribute Columns
Cell Size
Delete Columns
Delete Rows
Delete Table

- Save your changes and close the presentation.

Deleting a row

- Open a presentation called **Deleting a row**.
- Click within a cell, within the row that you wish to delete.
- If necessary, click on the **Layout** tab and then click on the **Delete** button. From the drop down menu displayed, click on the **Delete Rows** command.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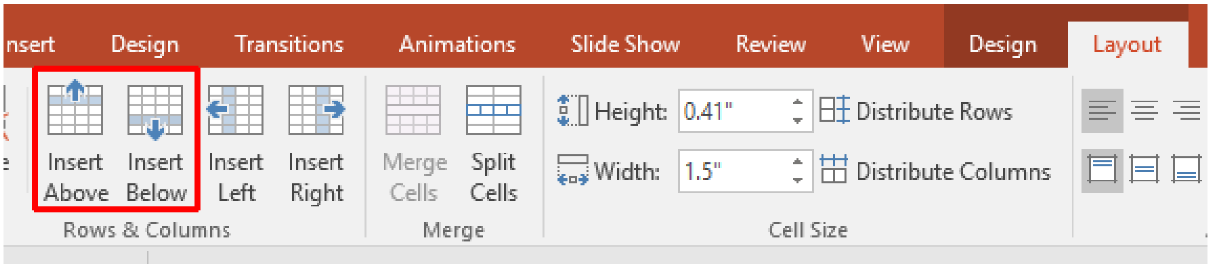
Animations
Slide Show
Review
View
Design
Layout
Delete
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Merge
Height: 0.41"
Width: 1.5"
Distribute Rows
Distribute Columns
Cell Size
Delete Columns
Delete Rows
Delete Table

- Save your changes and close the presentation.

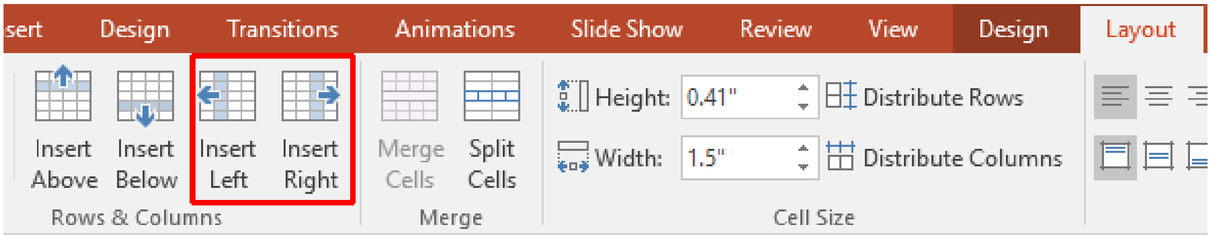
Inserting rows or columns

- Open a presentation called **Inserting rows or columns**.

- Click within a cell within the table
- To insert a row above or below the row containing the cell you clicked on, click on the **Layout** tab and then click on the **Insert Above** or **Insert Below** buttons.


nsert
Design
Transitions
Animations
Slide Show
Review
View
Design
Layout
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Height: 0.41"
Width: 1.5"
Distribute Rows
Distribute Columns
Rows & Columns
Merge
Cell Size

- To insert a column to the left or to the right of a cell, first click on a cell and then click on the **Layout** tab. Click on the **Insert Left** or **Insert Right** buttons.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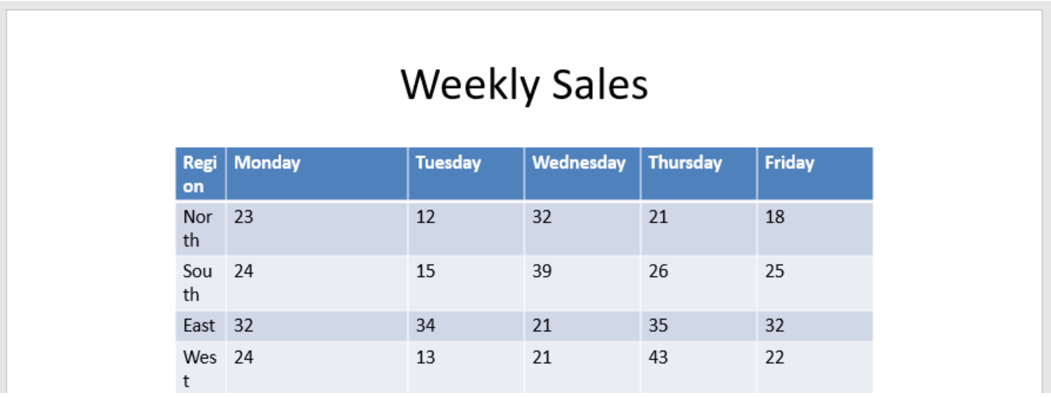
Design
Transitions
Animations
Slide Show
Review
View
Design
Layout
Insert Above
Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Height: 0.41"
Width: 1.5"
Distribute Rows
Distribute Columns
Rows & Columns
Merge
Cell Size

- Experiment with inserting more rows and columns.

- Save your changes and close your file.

Modifying column width and row height

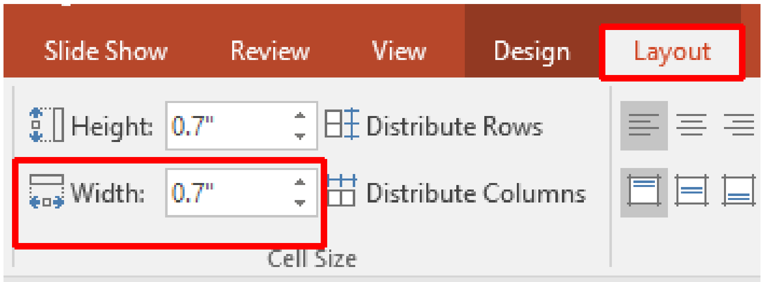
- Open a presentation called **Column width row height**.
- As you can see the first column is too narrow to properly display the text within it.



Weekly Sales

Region	Monday	Tuesday	Wednesday	Thursday	Friday
North	23	12	32	21	18
South	24	15	39	26	25
East	32	34	21	35	32
West	24	13	21	43	22

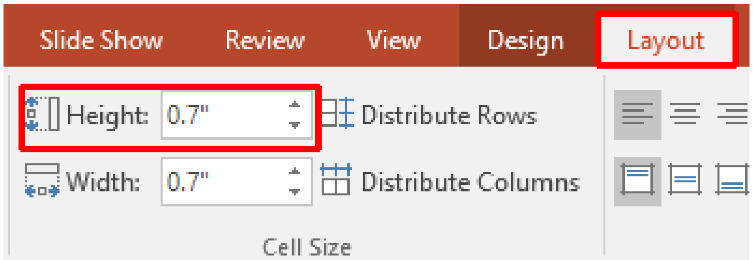
- Click within the first cell in the table.
- Click on the **Layout** tab and within the **Cell Size** section click on the **up arrow** in the **Width** control.


Slide Show
Review
View
Design
Layout
Distribute Rows
Distribute Columns
Cell Size

Height: 0.7"
Width: 0.7"

- Each time you click on the **width up arrow** the width increases. Experiment with using the same technique to make some of the other columns narrower.

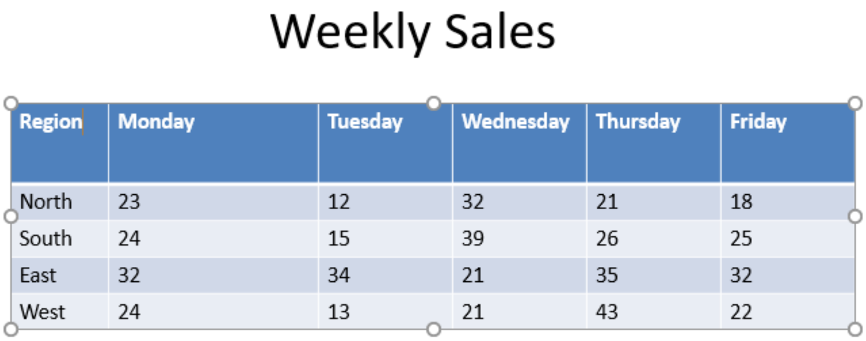
- Click within the top row. Use the same technique we used for modifying the column width to adjust the row height, this time using the **Height** control within the **Cell Size** section.


Slide Show
Review
View
Design
Layout
Distribute Rows
Distribute Columns
Cell Size

Height: 0.7"
Width: 0.7"

Distributing rows and columns

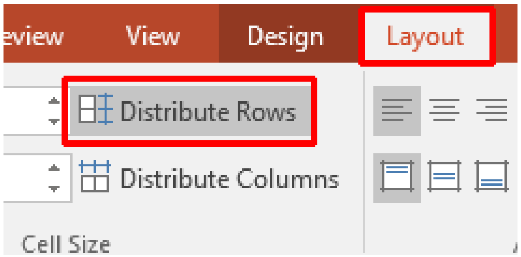
- Click anywhere within the table.



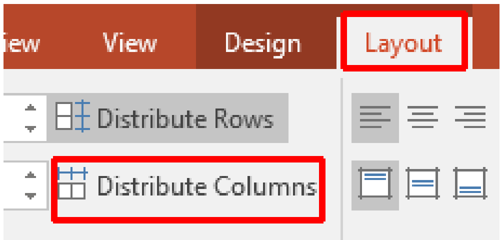
Weekly Sales

Region	Monday	Tuesday	Wednesday	Thursday	Friday
North	23	12	32	21	18
South	24	15	39	26	25
East	32	34	21	35	32
West	24	13	21	43	22

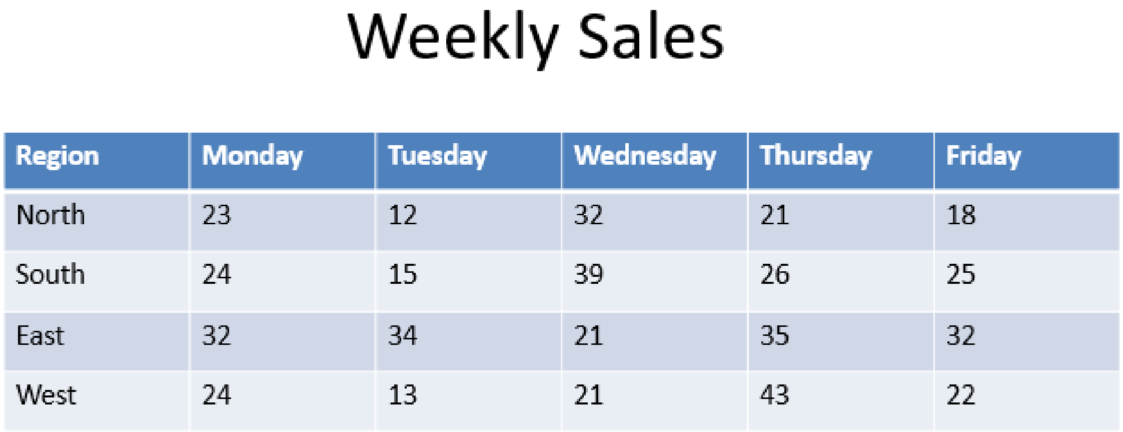
- Click on the **Distribute Rows** control (within the **Cell Size** section of the **Layout** tab).


eview
View
Design
Layout
Distribute Rows
Distribute Columns
Cell Size

- To distribute the columns, click on the **Distribute Columns** control.


iew
View
Design
Layout
Distribute Rows
Distribute Columns

- Your slide will now look like this.



Weekly Sales

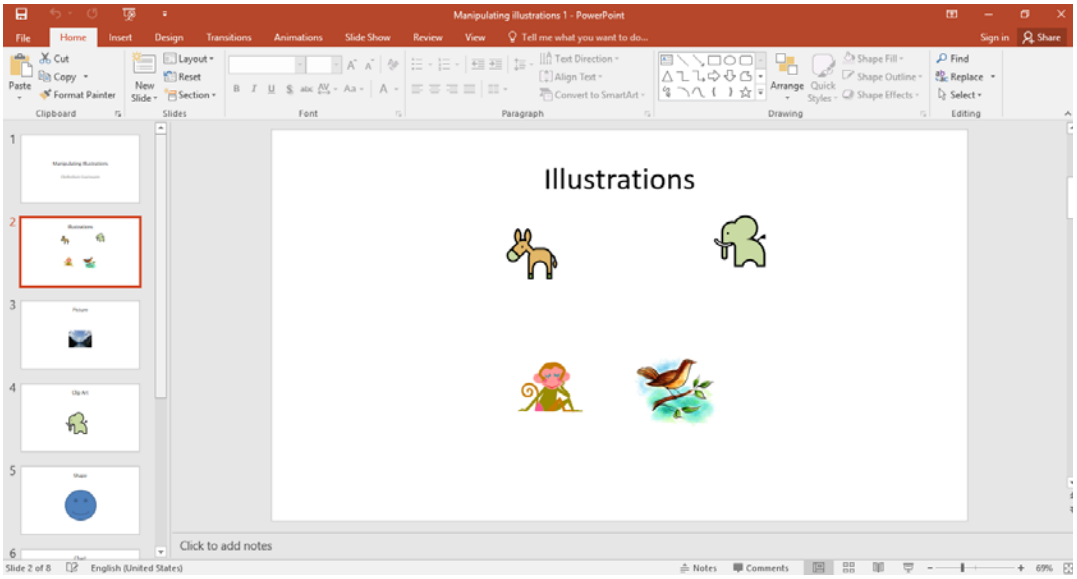
Region	Monday	Tuesday	Wednesday	Thursday	Friday
North	23	12	32	21	18
South	24	15	39	26	25
East	32	34	21	35	32
West	24	13	21	43	22

- Save your changes and close the presentation.

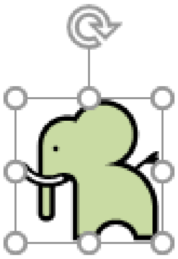
PowerPoint 2016 & Illustrations

Selecting an illustration

- Open a presentation called **Manipulating illustrations 1**.
- Display the second slide which contains four illustrations.


Manipulating illustrations 1 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Illustrations
Click to add notes
Slide 2 of 8
English (United States)
Notes
Comments
69%

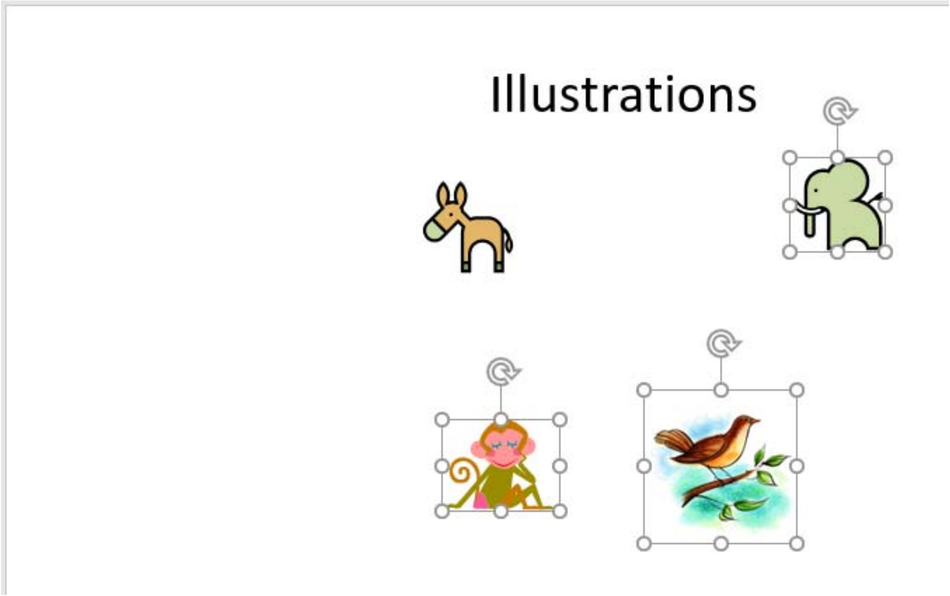
- To select an illustration, click on the illustration. For example, click on the Elephant and it will look like this. The eight small squares around the selected border are called 'handles' and as we will see, they can be used to re-size the illustration.



- Click on each of the illustration, one by one, to practice selecting illustrations.

Selecting multiple illustrations

- Sometimes you may need to select more than one illustration. Click on the **Elephant** illustration to select it. Press the **Ctrl** key (and keep it held down). Click on the **Monkey** illustration and then click on the **Bird** illustration. Let go of the **Ctrl** key. All three illustrations will remain selected, as illustrated. Try this now.



Illustrations

Moving an illustration

- Display the slide titled '**Picture**'. Select the illustration. Move the mouse pointer over the illustration and press the mouse button (and keep it pressed). Move the mouse pointer to a different position on your slide. When you release the mouse button the illustration will have moved.

Copying an illustration

- Select the illustration. Press down the **Ctrl** key, and keep it depressed. Move the mouse pointer over the illustration and press the mouse button (and keep it pressed). Move the mouse pointer to a different position on your slide. When you release the mouse button and the **Ctrl** key the illustration will have been copied, as illustrated.

Deleting an illustration

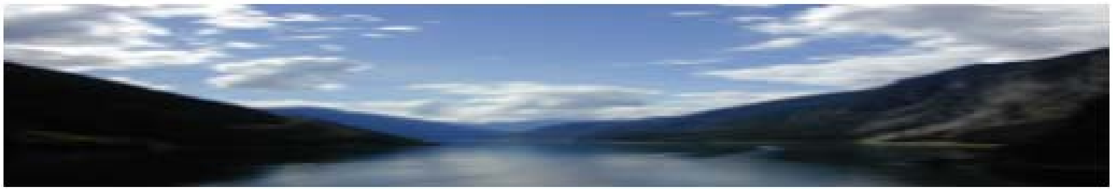
- Select the illustration that you have just copied. Press the **Del** key and the selected illustration will be deleted.

Resizing an illustration

- Select the illustration. Move the mouse pointer to one of the four corner handles. Press the mouse button and keep it depressed. Move diagonally outwards from the center of the illustration to make the illustration larger, or move towards the center of the illustration to make the illustration smaller. When you release the mouse button the illustration will remain resized.

Stretching an illustration

- Select the illustration. Move the mouse pointer to one of the four handles at the center of each border. Press the mouse button and keep it depressed.
- If you selected a handle on one of the vertical borders move the mouse left or right to stretch the illustration.



- If you selected a handle on one of the horizontal borders move the mouse up or down to stretch the illustration.

TIP: If you accidentally stretch an illustration when you meant to just resize an image, you can always click on the **Undo** icon to reverse the accident.

- We have been manipulating a picture illustration. Use the same techniques to manipulate the illustrations in the rest of the presentation. These illustrations include Clip Art, Shapes, SmartArt and a chart.

Copying illustrations between presentations

- Select an illustration within your presentation and press **Ctrl+C** to copy the selected illustration to the Clipboard.
- Open a presentation called **Manipulating illustrations 2**.
- Display the second slide.
- Press **Ctrl+V** to paste the illustration that you copied to the Clipboard into this slide. You have now copied the illustration from one presentation to another.
- You may want to reposition and resize the illustration within this slide.

Moving illustrations between presentations

- Display the contents of the presentation called **Manipulating illustrations 1**.

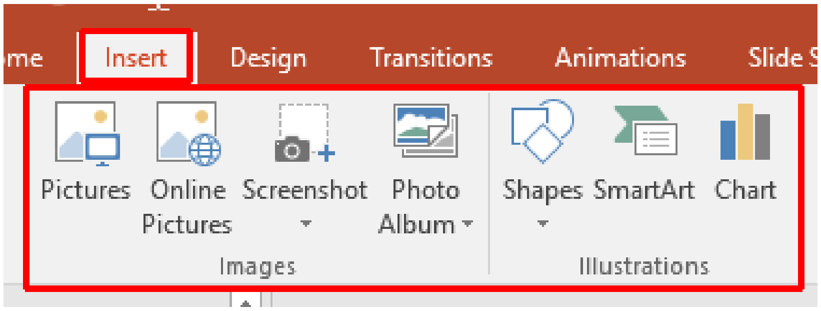
- Select an illustration within your presentation and press **Ctrl+X** to cut the selected illustration to the Clipboard.
- Switch to the presentation called **Manipulating illustrations 2**.

- Display the second slide.
- Press **Ctrl+V** to paste the illustration that you cut to the Clipboard into this Slide. You may want to reposition and resize the illustration within this slide. You have now moved the illustration from one presentation to another.

- Save your changes and close the file.

Inserting Illustrations within PowerPoint

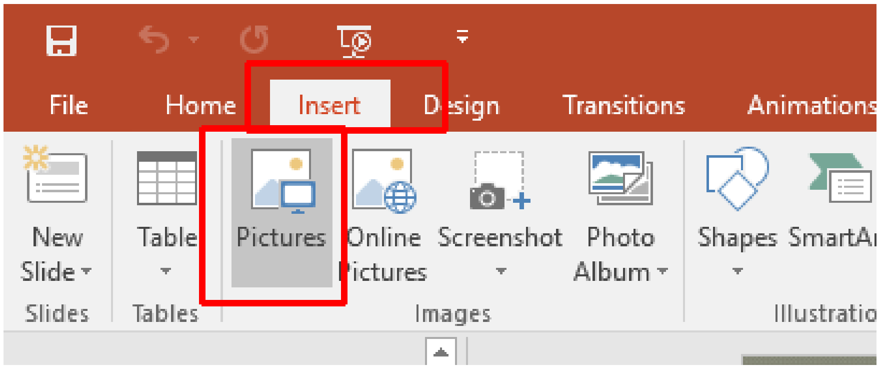
- Open a presentation called **Illustrations**.
- If you click on the **Insert** tab you will see an **Images** and also an **Illustration** section, which allows you to insert different types of illustration, as shown below.


me
Insert
Design
Transitions
Animations
Slide S
Pictures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations

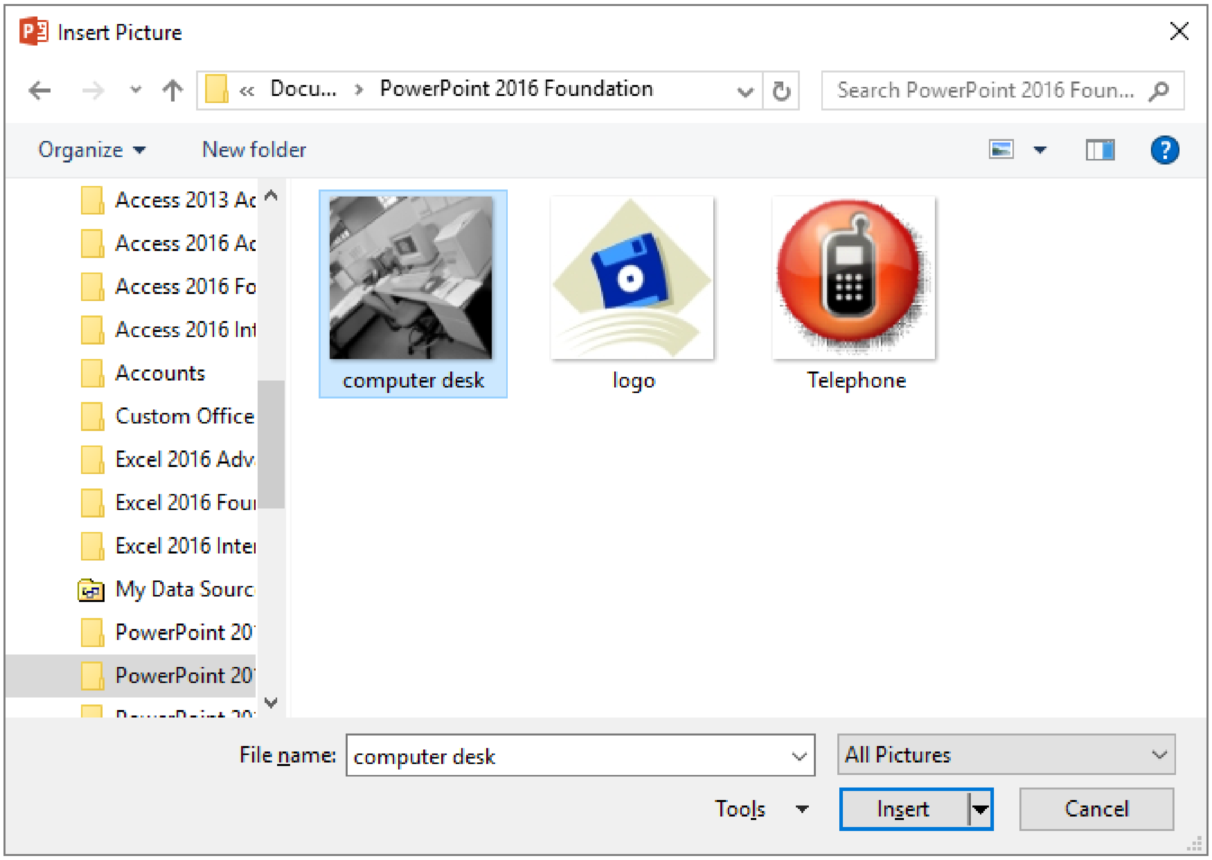
- Close the presentation.

Inserting a picture from your hard disk

- Open a presentation called **Illustrations**.
- Display the first slide.
- Click on the **Picture** button (contained within the **Images** group under the **Insert** tab).

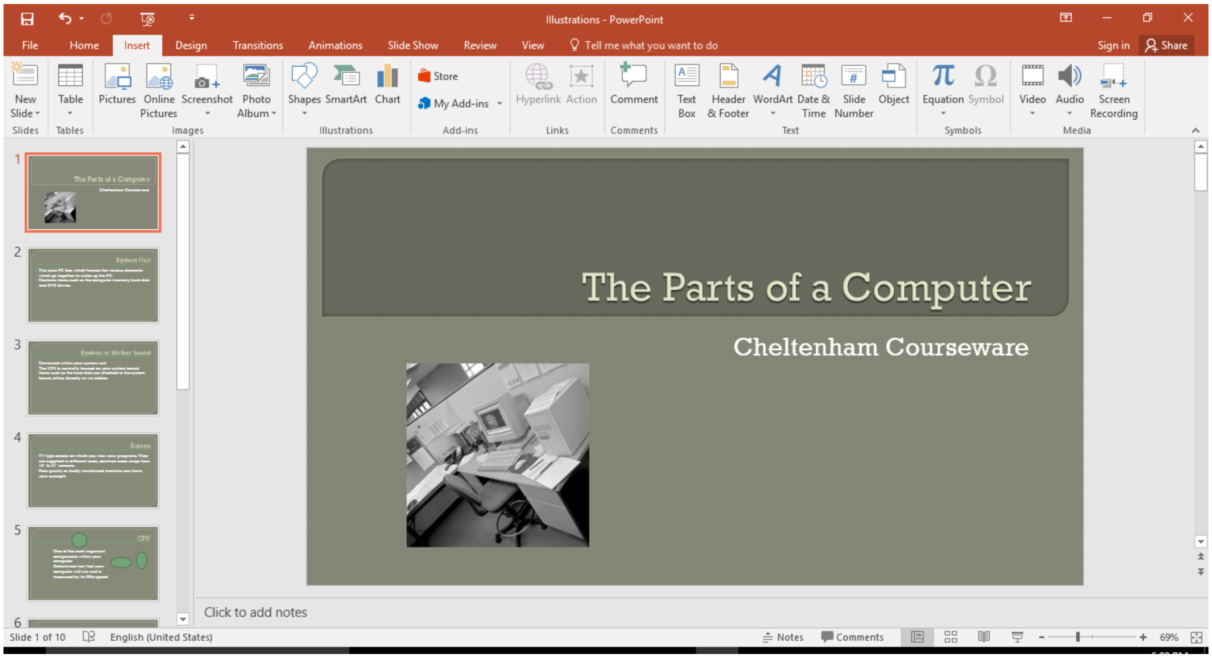

File
Home
Insert
Design
Transitions
Animations
New Slide
Slides
Table
Tables
Pictures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartAr
Illustratio

- This will display the **Insert Picture** dialog box. Navigate to the folder containing your sample files, in this case first change to the **Documents** folder and then display the contents of the **PowerPoint 2016 Foundation** folder.


Insert Picture
« Docu... › PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize
New folder
Access 2013 Ac
Access 2016 Ac
Access 2016 Fo
Access 2016 Int
Accounts
Custom Office
Excel 2016 Adv
Excel 2016 Fou
Excel 2016 Inte
My Data Sourc
PowerPoint 20
PowerPoint 20
computer desk
logo
Telephone
All Pictures
Tools
Insert
Cancel

File name: computer desk

- Double click on one of the pictures to insert it.
- You may find that the picture needs to be moved and resized.


Illustrations - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do
Sign in
Share
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Add-ins
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
Equation
Symbol
Video
Audio
Screen Recording
Slides
Tables
Images
Illustrations
Add-ins
Links
Comments
Text
Symbols
Media
Click to add notes
Slide 1 of 10
English (United States)
Notes
Comments
69%

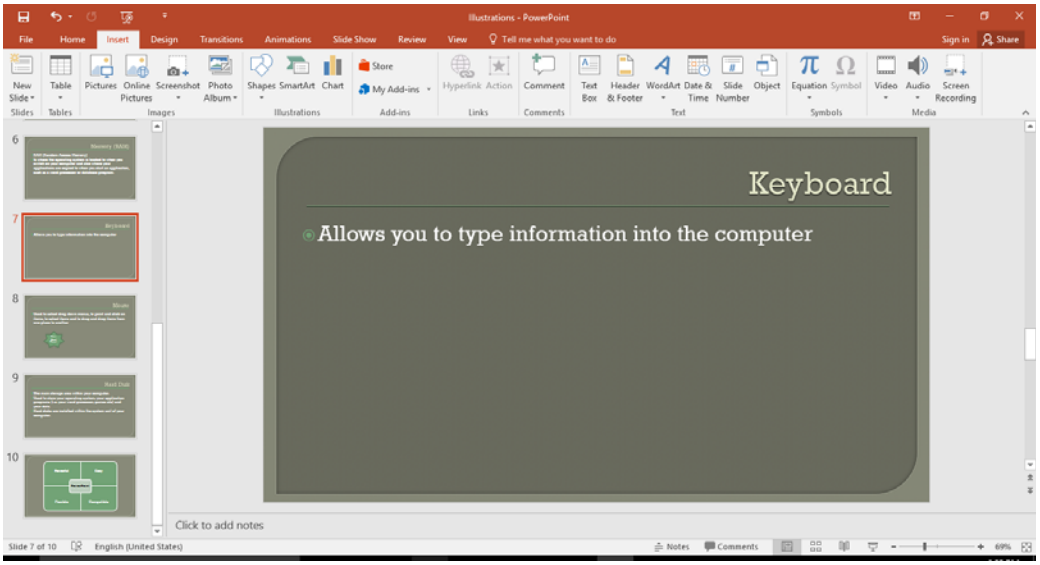
The Parts of a Computer

Cheltenham Courseware

- To move a picture, or any other type of illustration, first click on the picture to select it. Then press the mouse button, and while keeping the mouse button pressed move the mouse pointer on the screen to drag the illustration to the desired location. Experiment.
- If you need to resize an illustration, click once on the illustration to select it then click on a corner handle and drag to re-size the illustration.

Inserting an online picture

- Display the slide relating to information about the **Keyboard**.

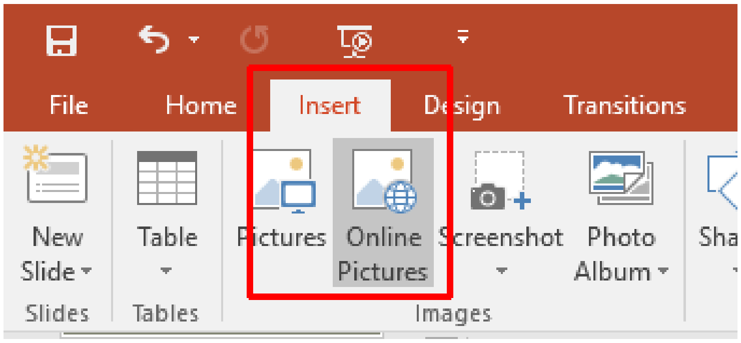


Keyboard

Allows you to type information into the computer

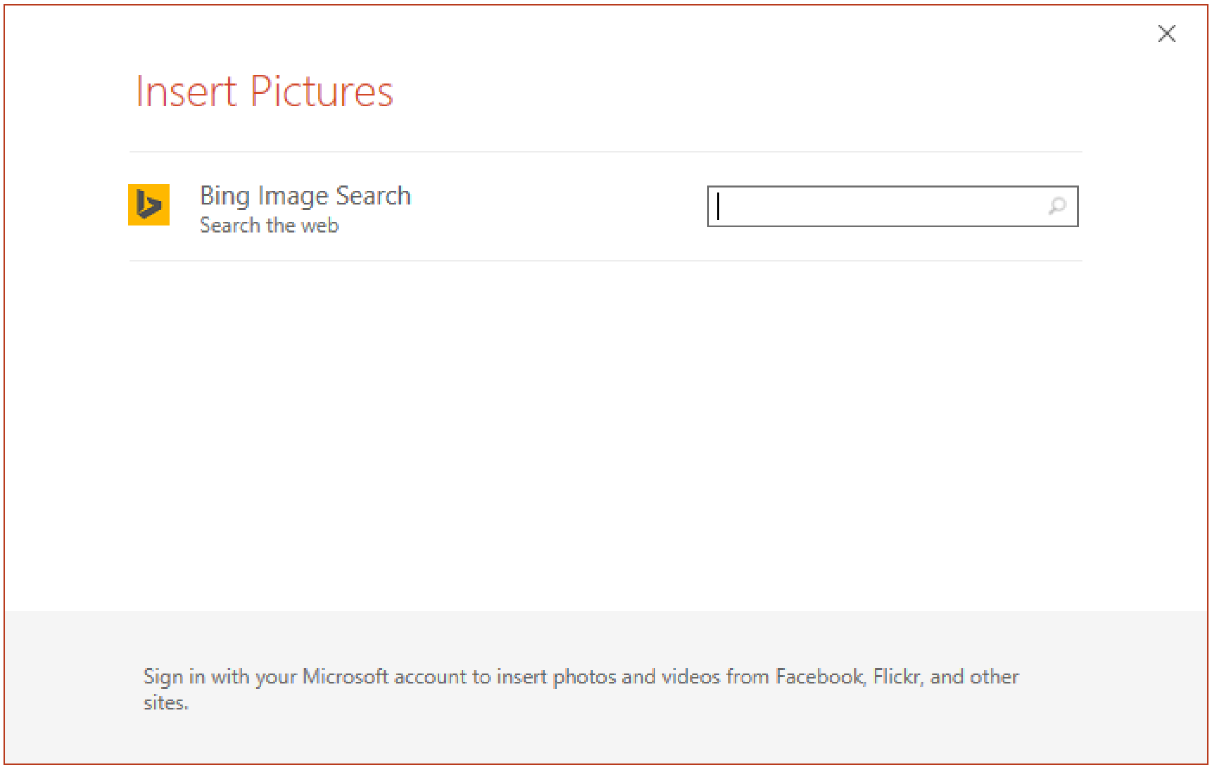
Illustrations - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do
Sign in
Share
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Add-ins
Hyperlink
Action
Comment
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Object
Equation
Symbol
Video
Audio
Screen Recording
Slides
Tables
Images
Illustrations
Add-ins
Links
Comments
Text
Symbols
Media
Click to add notes
Slide 7 of 10
English (United States)
Notes
Comments

- Click on the **Insert** tab and then click on the **Online Pictures** button, contained within the **Images** group.



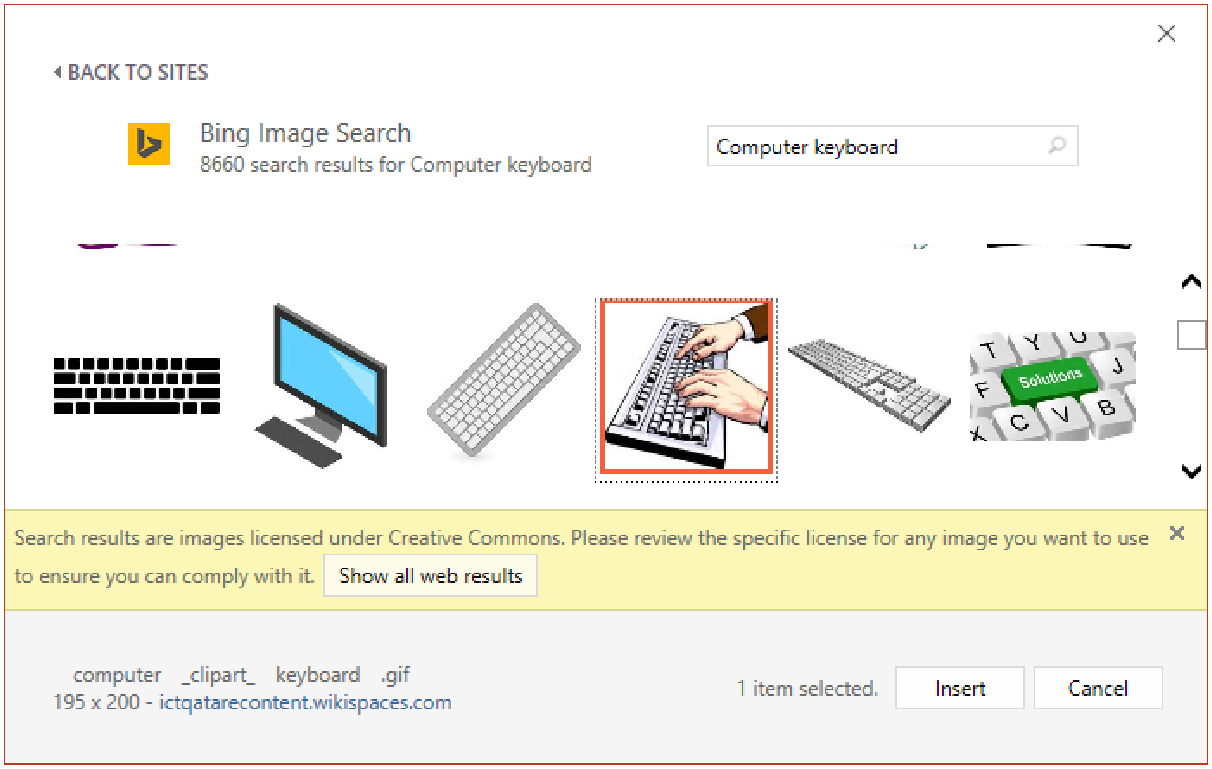
File
Home
Insert
Design
Transitions
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Sha
Slides
Tables
Images

- This will display the **Insert Pictures** box, as illustrated.


Insert Pictures
Bing Image Search
Search the web

Sign in with your Microsoft account to insert photos and videos from Facebook, Flickr, and other sites.

- Enter a word such as **Computer keyboard** into the search box and then click on the **search** icon to start the search process. Look at the picture thumbnails displayed. Remember that you can scroll down to see many more. Click on the picture that you want to insert.

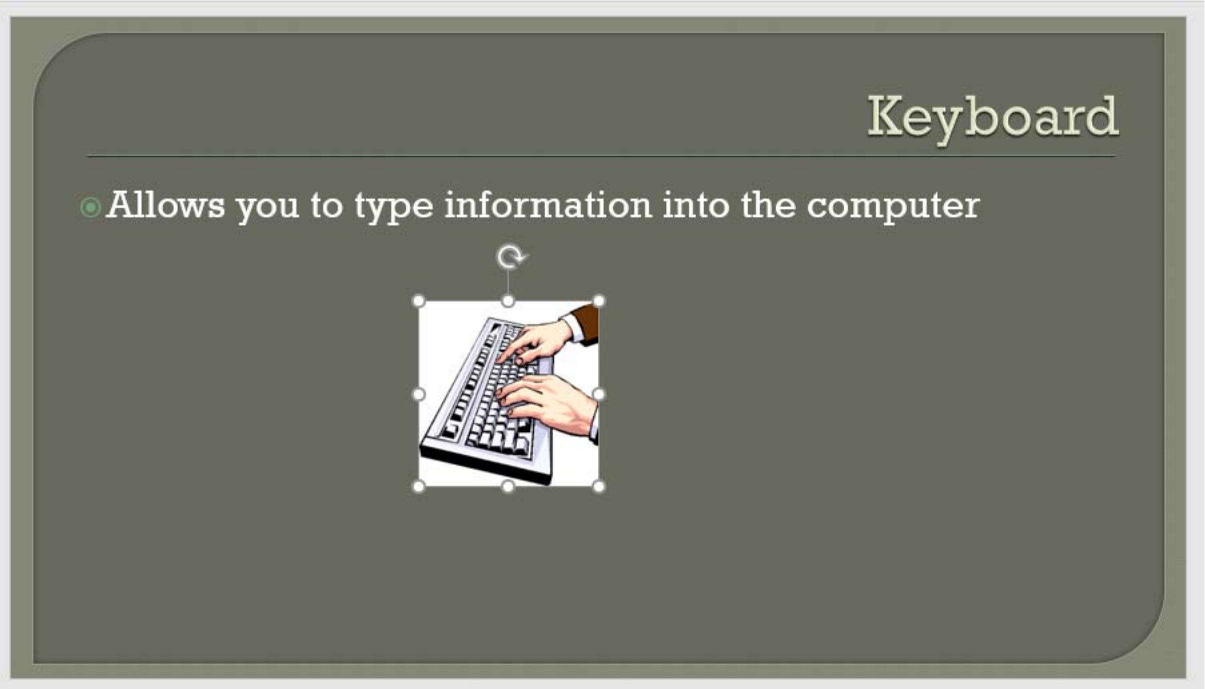

BACK TO SITES
Bing Image Search
8660 search results for Computer keyboard
Computer keyboard
Solutions
Show all web results
Insert
Cancel

Search results are images licensed under Creative Commons. Please review the specific license for any image you want to use to ensure you can comply with it.

computer _clipart_ keyboard .gif
195 x 200 - ictqatarecontent.wikispaces.com

1 item selected.

- Click on the **Insert** button to insert the picture.



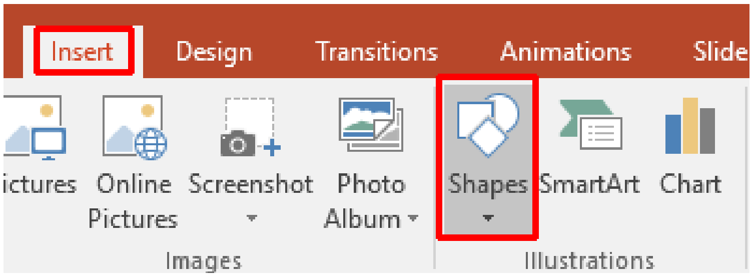
Keyboard

Allows you to type information into the computer

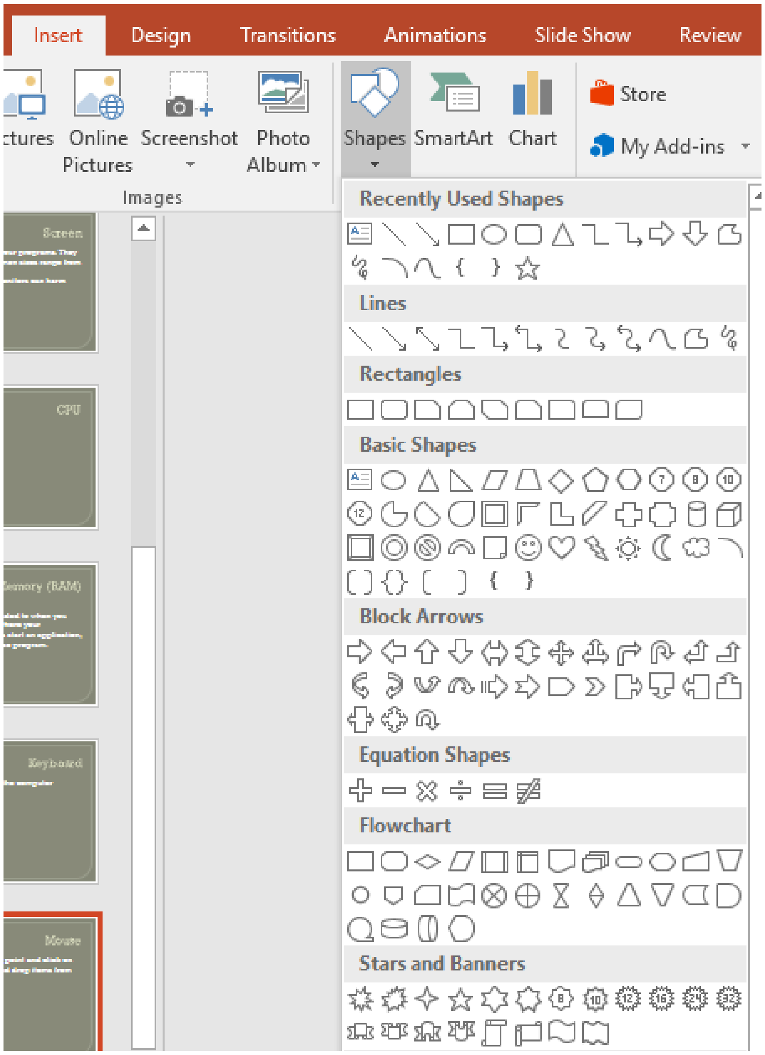
- If the picture needs to be resized, click on one of the picture corners and while keeping the mouse button pressed drags towards the center of the picture, or away from the center. You may also want to move the position of the picture.
- To move an item of clip art, click once to select it, then press the mouse button. While keeping the mouse button pressed move the mouse pointer on your screen. When you release the mouse button the clip art will have moved to the new position on your slide.

Inserting Shapes

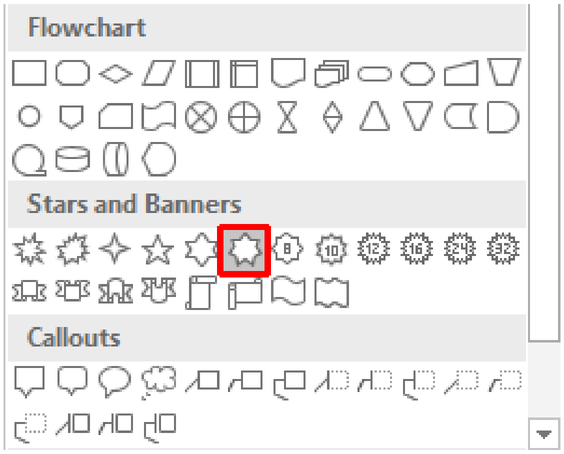
- Display the slide relating to the **mouse**.
- Click on the **Shapes** button (contained within the **Illustrations** section of the **Insert** tab).


Insert
Design
Transitions
Animations
Slide
ictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Images
Illustrations

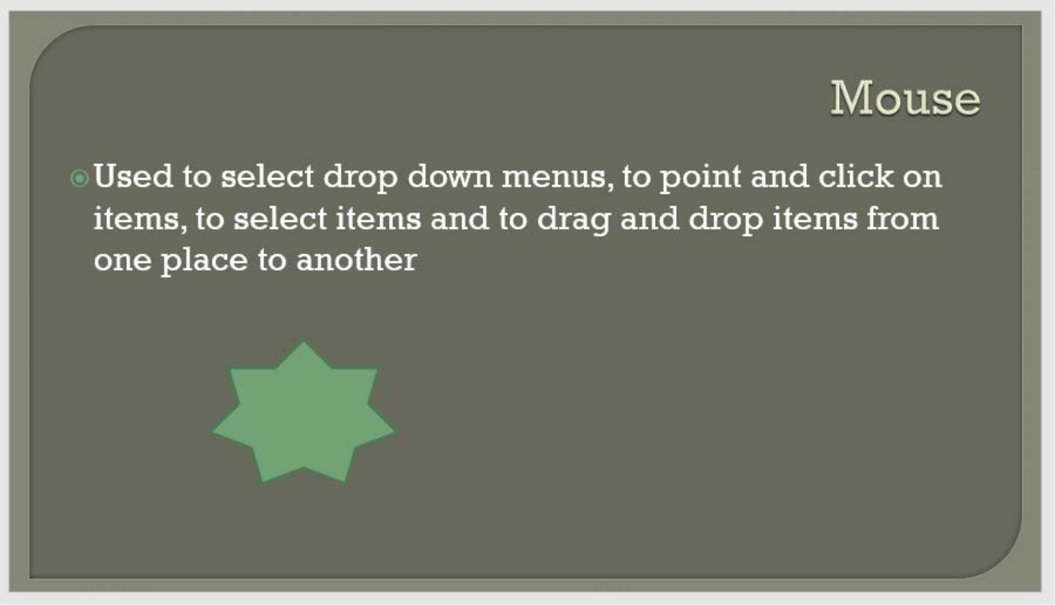
- This will display a drop down from which you can select the required shape.


Insert
Design
Transitions
Animations
Slide Show
Review
ctures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Store
My Add-ins
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners

- In this case select the **7-Point star** from the **Star and Banners** section of the drop down.


Flowchart
Stars and Banners
Callouts

- You will notice that the shape of the mouse pointer has changed. Move the mouse pointer over an empty part of the slide. Press the mouse button down (and keep it held down). Move the mouse pointer diagonally across the screen and when you release the mouse button you will see the shape displayed on your screen, as illustrated.

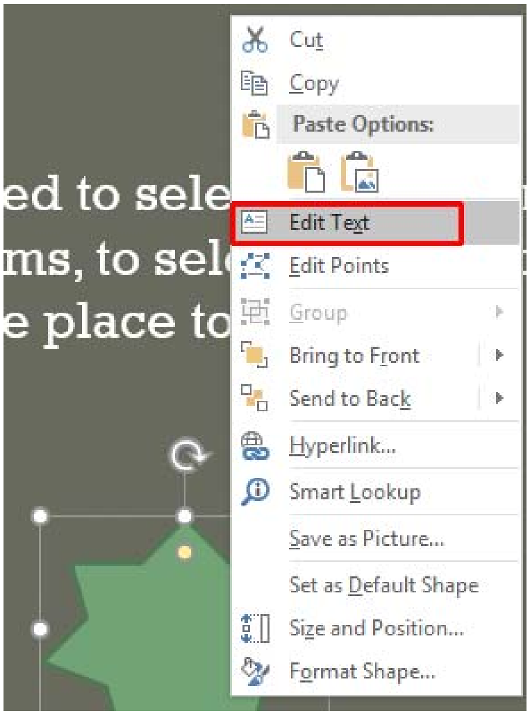


Mouse

- Used to select drop down menus, to point and click on items, to select items and to drag and drop items from one place to another

Inserting text into a shape

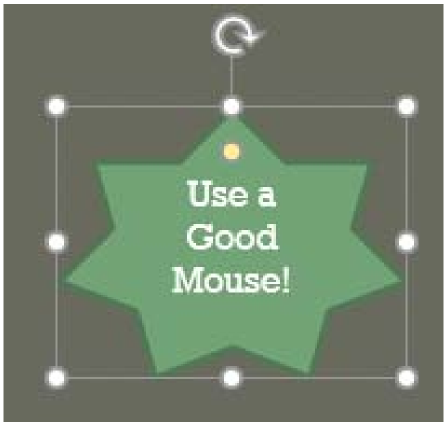
- Select the shape and right click once on the shape using the **right mouse button**. From the popup menu displayed select the **Edit Text** command.


ed to sele
ms, to sel
e place to
Cut
Copy
Paste Options:
Edit Text
Edit Points
Group
Bring to Front
Send to Back
Hyperlink...
Smart Lookup
Save as Picture...
Set as Default Shape
Size and Position...
Format Shape...

- If you look closely you will notice that the text insertion point is now within the shape. Type some text such as:

  Use a good mouse!

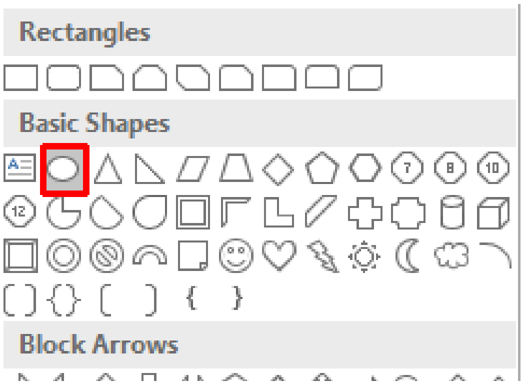
  Your shape will now look like this:


Use a
Good
Mouse!

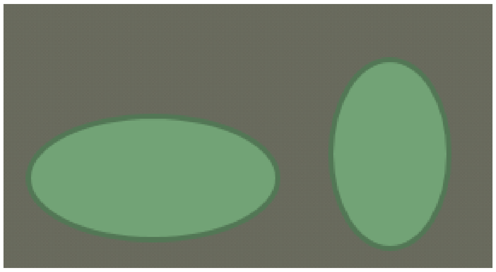
You can use this technique to add text to any shape including block arrows, rectangles, squares, ovals and circles. You can also use this technique to edit existing text within shapes.

Inserting perfect circles or perfect squares

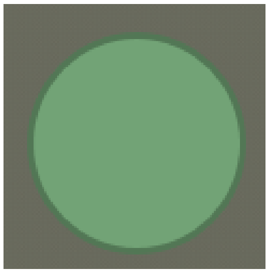
- Display the slide relating to the CPU.
- Insert an **Oval** shape (located within the **Basic Shapes** section of the **Shapes** drop down).



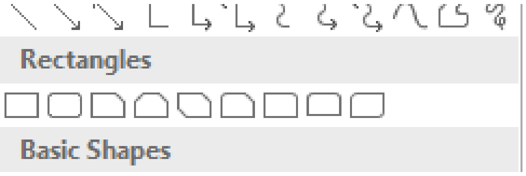
- As you drag across the screen you will find that this shape is oval, not necessarily circular, and you may produce shapes as below.



- If you wish to insert a perfect circle shape, then you need to keep the **Shift** key pressed while dragging across the screen to insert the shape. The circle will then look as below. Experiment with inserting a perfect circle. Remember that you can always click on the **Undo** icon (top left of your screen) to undo any experimentation!

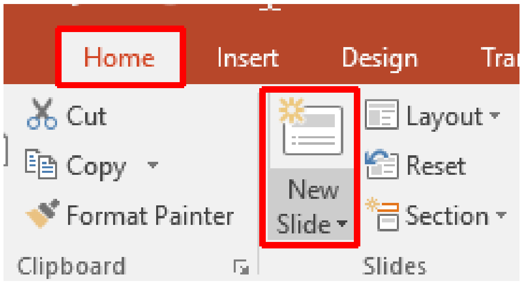


- The same trick applies to creating a perfect square shape rather than a rectangle. You can use the rectangles section of the **Shapes** drop down to experiment with this.


Rectangles
Basic Shapes

Inserting a line

- Insert a new **Blank** slide, by clicking in the lower part of the **New Slide** icon (within the **Slides** section of the **Home** tab),


Home
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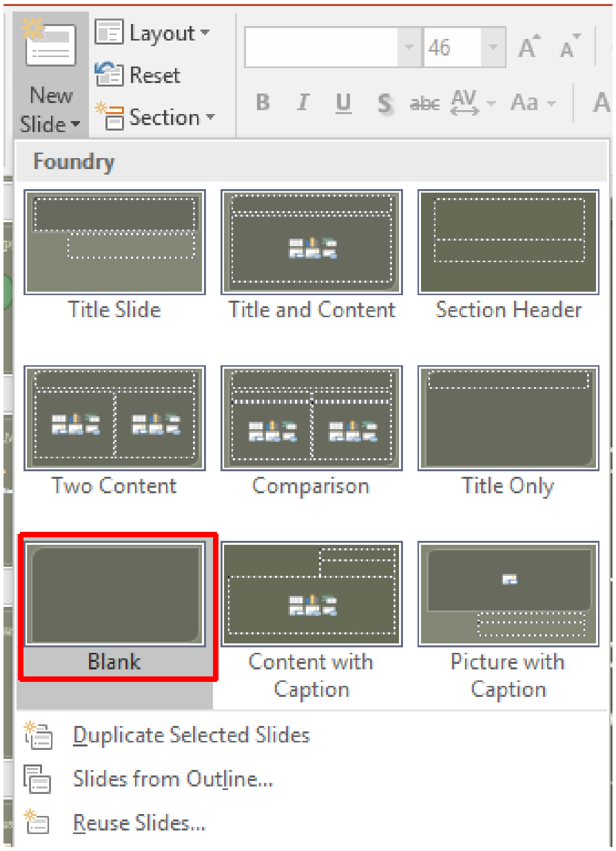
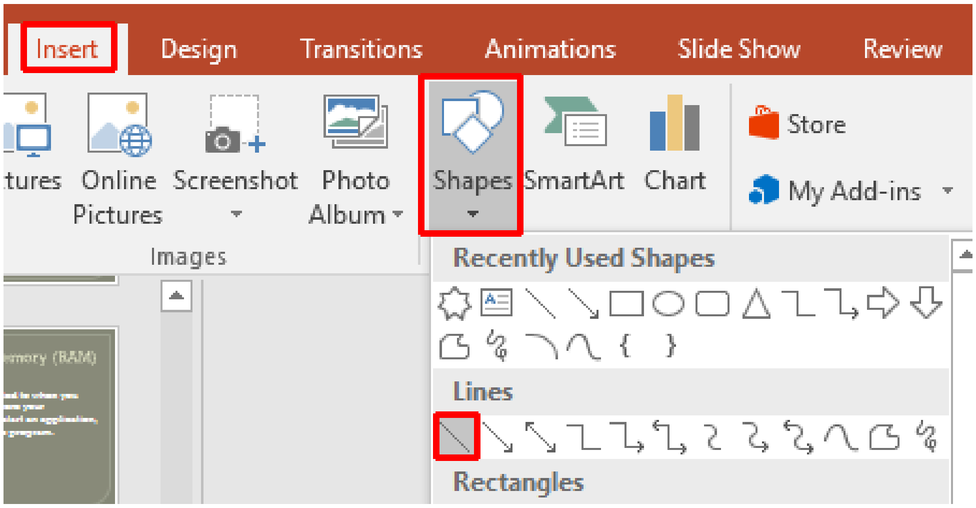
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides

- From the drop down displayed, select **Blank**.


New Slide
Layout
Reset
Section
46
B I U S abc AV Aa
Foundry
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Duplicate Selected Slides
Slides from Outline...
Reuse Slides...

- Click on the **Insert** tab.

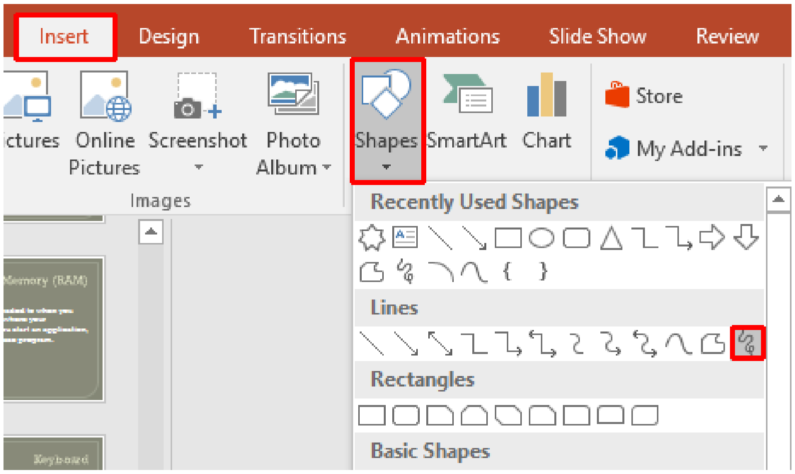
- Click on the **Shapes** icon within the **Illustrations** section.


Insert
Design
Transitions
Animations
Slide Show
Review
tures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Add-ins
Images
Recently Used Shapes
Lines
Rectangles

- Click on the **Line** option within the **Lines** section of the drop down.
- The mouse pointer changes to a small cross shape. Move the mouse pointer to the position within the slide that you want to start the line. Press the mouse button and keep it pressed. Move the mouse pointer and release the mouse button when the line to the desired length.

Inserting a free drawn line

- Insert a new **Blank** slide, by clicking in the lower part of the **New Slide** icon (within the **Slide** section of the **Home** tab).
- Click on the **Shapes** icon within the **Illustrations** section of the **Insert** tab.
- Click on the **Scribble** option within the **Lines** section of the drop down.

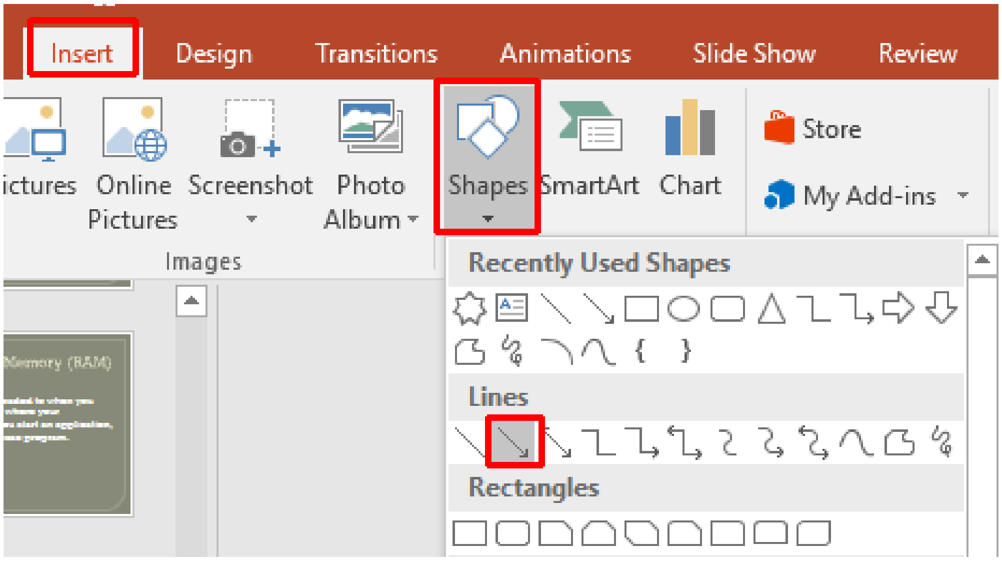

Insert
Design
Transitions
Animations
Slide Show
Review
ctures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Add-ins
Images
Recently Used Shapes
Lines
Rectangles
Basic Shapes

- The mouse pointer changes to a small cross shape. Move the mouse pointer to the position within the slide that you want to start the line. Press the mouse button and keep it pressed. Move the mouse pointer and release the mouse button when the line is the desired length.

As you can see the **Scribble** option lets you draw lines freehand.

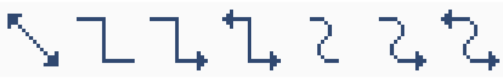
Inserting an arrow

- Insert a new **Blank** slide, by clicking in the lower part of the **New Slide** icon (within the **Slide** section of the **Home** tab).
- Click on the **Shapes** icon within the **Illustrations** section of the **Insert** tab.
- Click on the **Arrow** option within the **Lines** section of the drop down.


Insert
Design
Transitions
Animations
Slide Show
Review
ictures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Add-ins
Images
Memory (RAM)
Recently Used Shapes
Lines
Rectangles

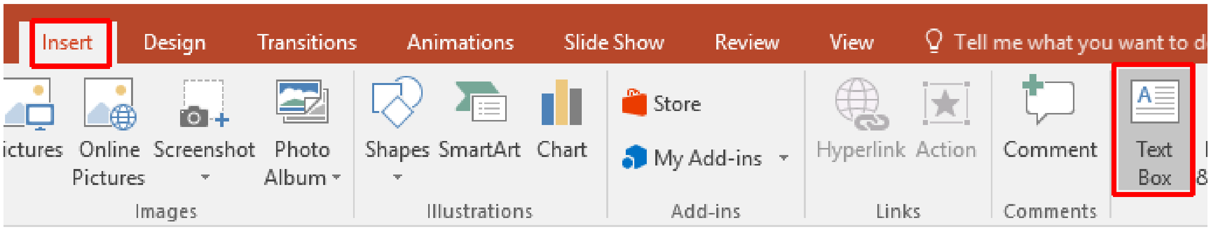
- The mouse pointer changes to a small cross shape. Move the mouse pointer to the position within the slide that you want to start the arrowed line. Press the mouse button and keep it pressed. Move the mouse pointer and release the mouse button when the arrowed line is the desired length.

  NOTE: As you can see there are a range of arrow formats. If you have time experiment with using one of the other formats.

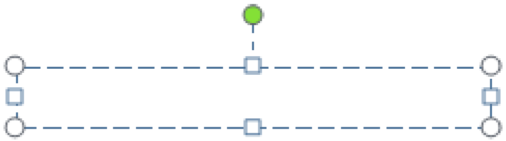


Inserting a text box

- Insert a new **Blank** slide, by clicking in the lower part of the **New Slide** icon (within the **Slide** section of the **Home** tab).
- Click on the **Text Box** icon within the **Text** section of the **Insert** tab.


Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to d
ictures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations
Store
My Add-ins
Add-ins
Hyperlink
Action
Links
Comment
Comments
Text Box

- The mouse pointer changes shape. Move the mouse pointer to the position within the slide that you want to start the text box. Press the mouse button and keep it pressed. Move the mouse pointer diagonally over the screen and then release the mouse button. The text box will look like this.

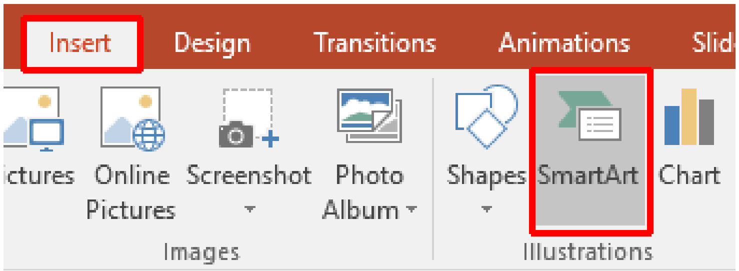


- Type your name into the text box.

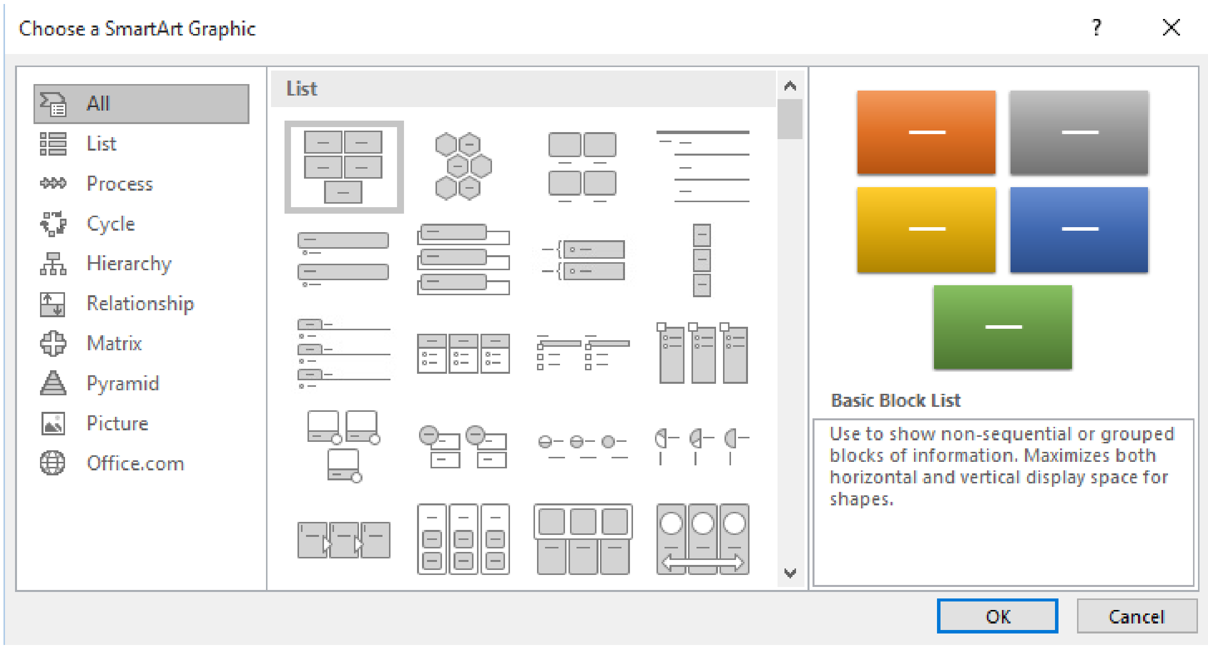
- Save your changes and close the presentation.

Inserting SmartArt

- Open a presentation called **SmartArt**. This presentation is made up of just one slide and does not contain any Text Boxes (placeholders).
- Click on the **SmartArt** icon (contained within the **Illustrations** section of the **Insert** tab).


Insert
Design
Transitions
Animations
Slid
ictures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations

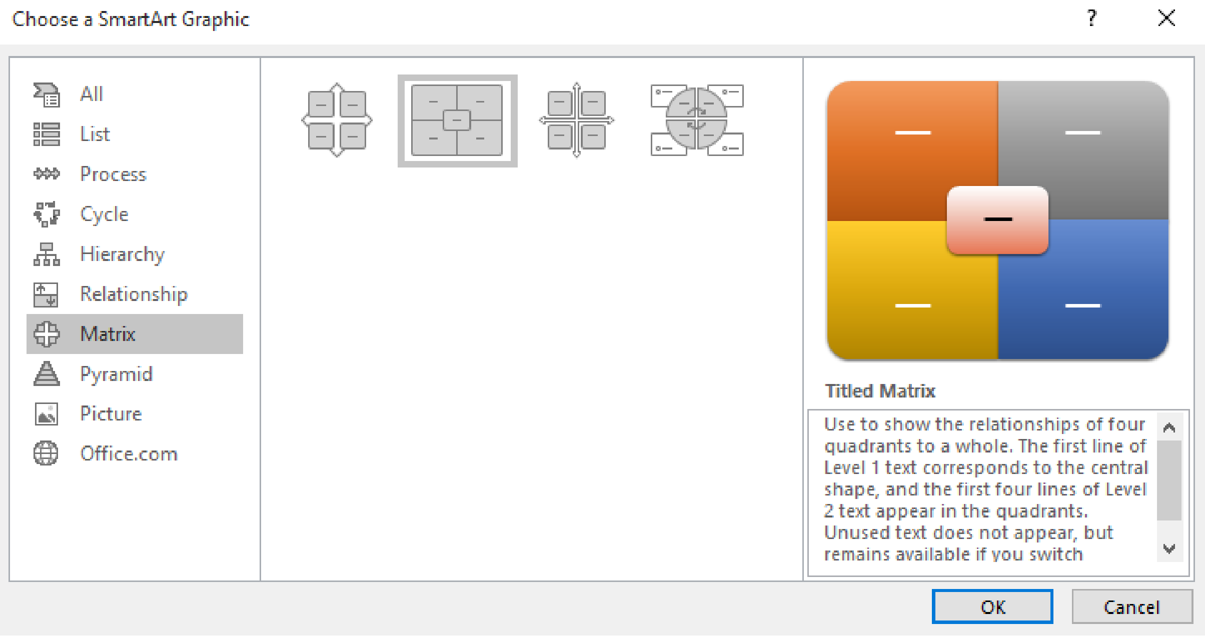
- This will display the **Choose a SmartArt Graphic** dialog box.


Choose a SmartArt Graphic
?
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
List
OK
Cancel

Basic Block List

Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

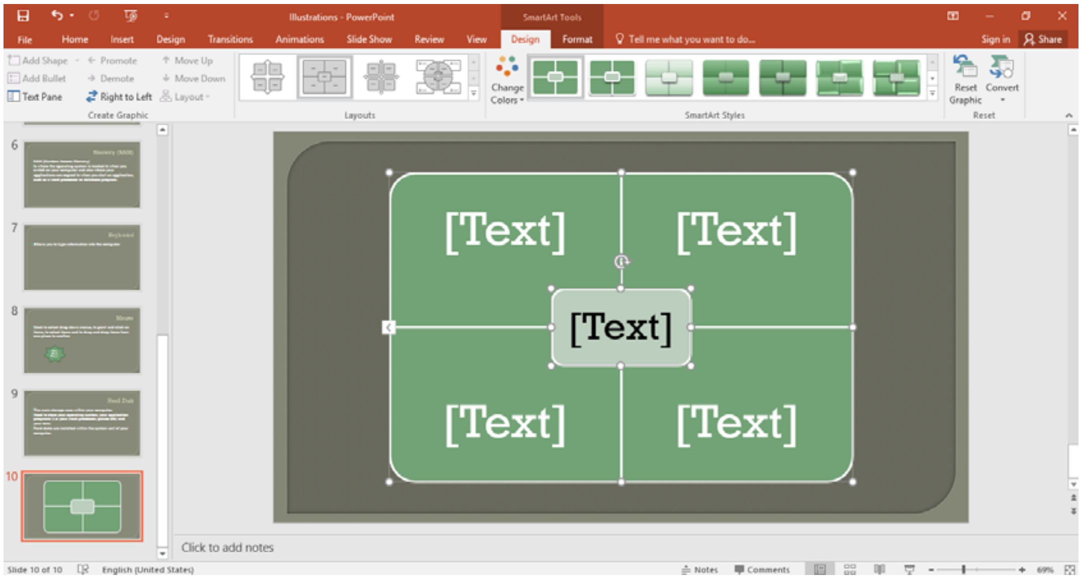
- Scroll down through the **List** section and you will see a fantastic range of SmartArt graphics that you can insert into your presentation.
- Scroll down to the **Matrix** section and click on the **Titled Matrix** graphic.


Choose a SmartArt Graphic
?
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
OK
Cancel

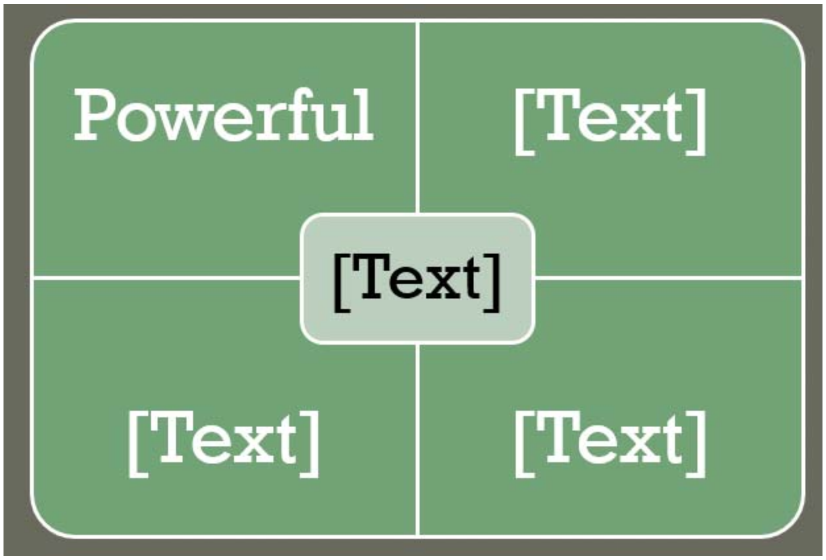
Titled Matrix

Use to show the relationships of four quadrants to a whole. The first line of Level 1 text corresponds to the central shape, and the first four lines of Level 2 text appear in the quadrants. Unused text does not appear, but remains available if you switch

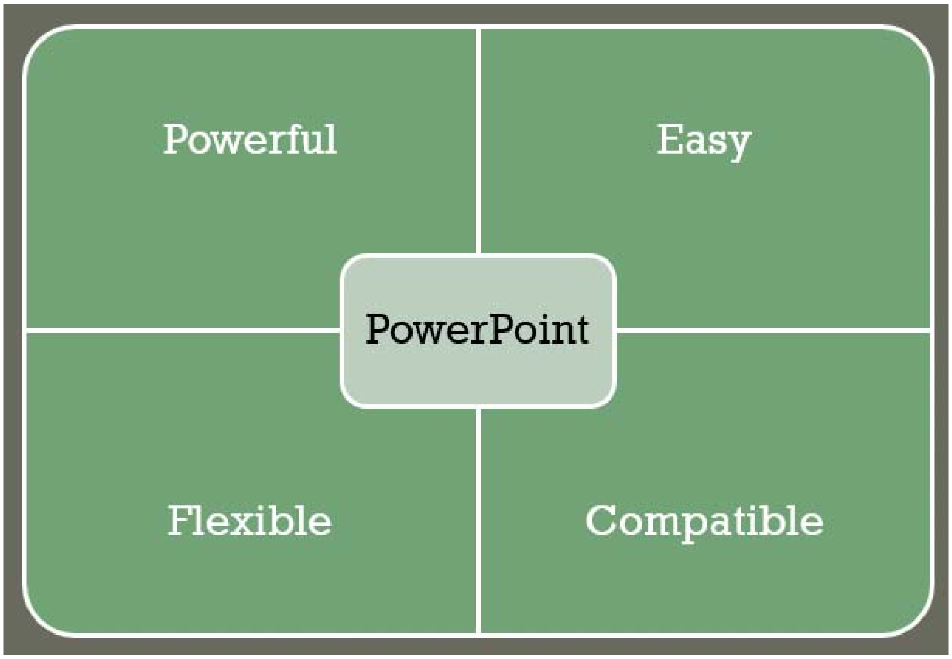
- Click on the **OK** button and you will see the following illustration displayed within your slide.


Illustrations - PowerPoint
SmartArt Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Format
Tell me what you want to do...
Sign in
Share
Add Shape
Promote
Move Up
Add Bullet
Demote
Move Down
Text Pane
Right to Left
Layout
Create Graphic
Layouts
Change Colors
SmartArt Styles
Reset Graphic
Convert
Reset
[Text]
[Text]
[Text]
[Text]
[Text]
Click to add notes
Slide 10 of 10
English (United States)
Notes
Comments
69%

- Click within the **top-left [Text]** area. You will now see a text insertion point within this area of the graphic. Type is the word **Powerful**. The illustration will now look like this:


Powerful
[Text]
[Text]
[Text]
[Text]

- Click on the other areas of the illustration and add the following text.

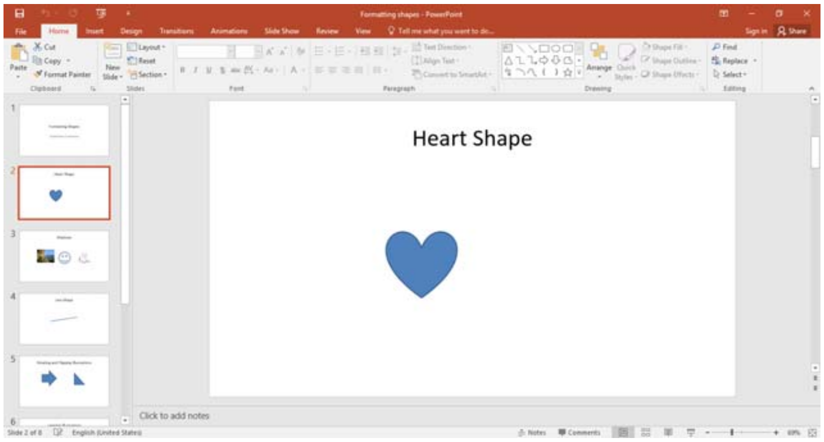

Powerful
Easy
PowerPoint
Flexible
Compatible

- As you can see using SmartArt you can quickly create professional looking illustrations. Insert a few more slides into your presentation and experiment with inserting more examples of SmartArt.
- When you have finished experimenting save your changes and close the presentation.

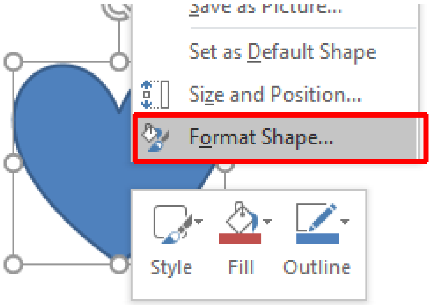
Manipulating graphic objects within PowerPoint 2016

Formatting the shape background fill color style

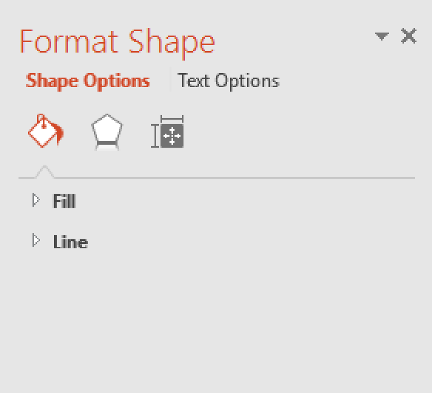
- Open a presentation called **Formatting Shapes**.
- Display the second slide containing a heart shape.


Heart Shape
Click to add notes

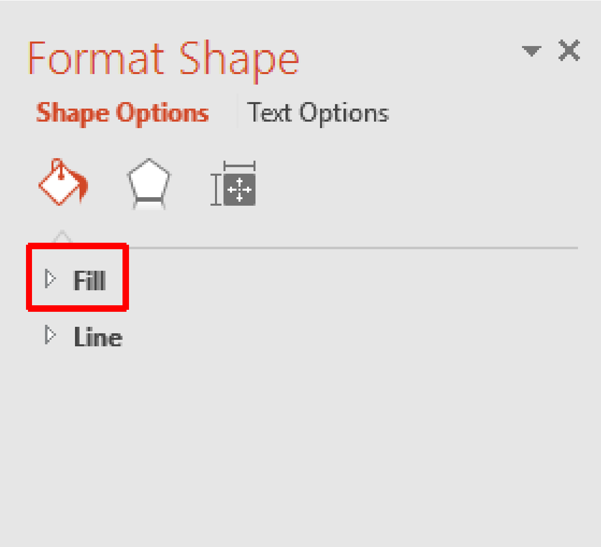
- Click on the shape to select it. Right click over the selected shape and from the popup menu displayed select the **Format Shape** command.


Save as Picture...
Set as Default Shape
Size and Position...
Format Shape...
Style
Fill
Outline

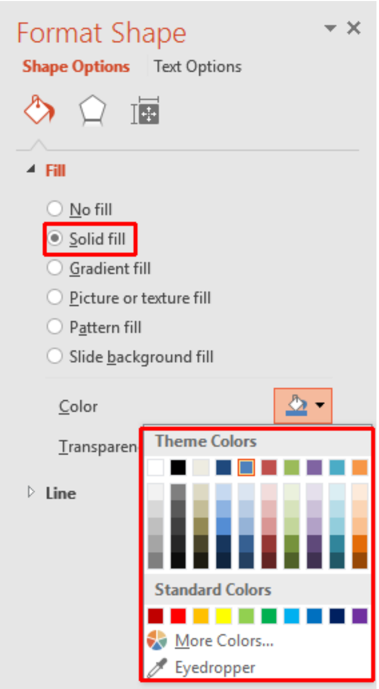
- This will display the **Format Shape** side pane.


Format Shape
Shape Options
Text Options
Fill
Line

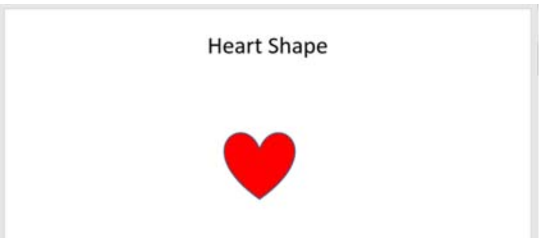
- To change the background color, click on the **Fill** item


Format Shape
Shape Options
Text Options
Fill
Line

- Click in the **Fill** button and then click on the **down arrow** next to the **Color** section. From the drop down displayed, select a color.

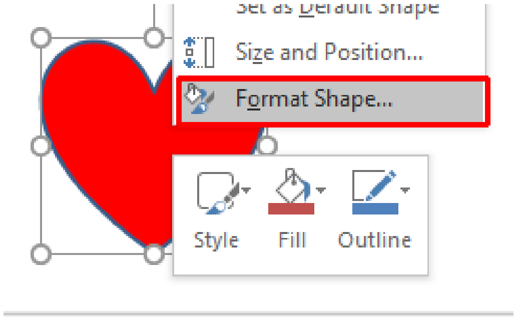

Format Shape
Shape Options
Text Options
Fill
○ No fill
● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
○ Slide background fill
Color
Transparen
Line
Theme Colors
Standard Colors
More Colors...
Eyedropper

- The shape will then be displayed using the selected color.

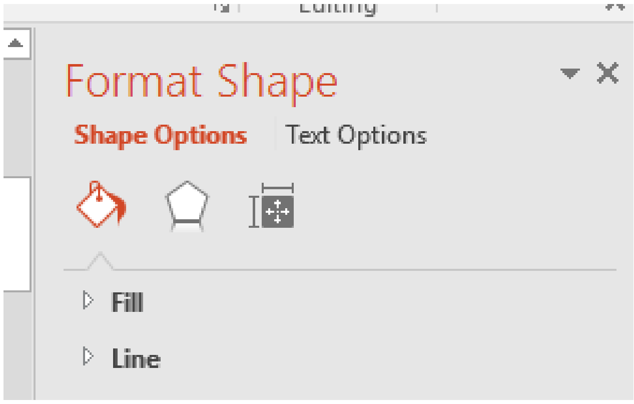

Heart Shape

Applying a shadow to an illustration

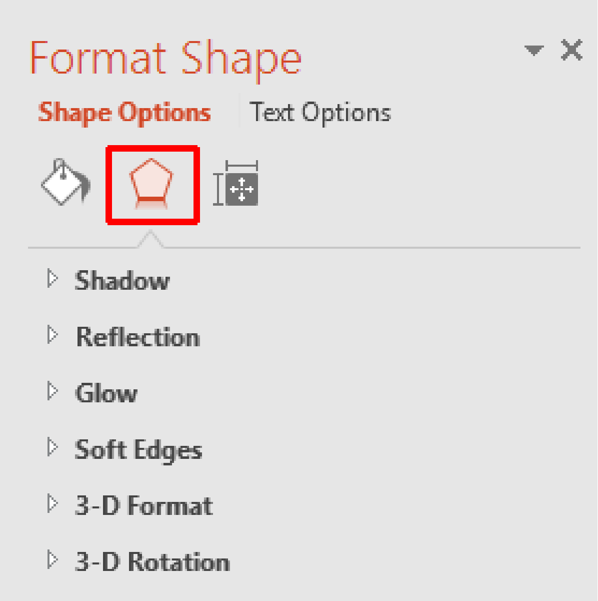
- Click on the shape to select it. Right click over the selected shape and from the popup menu displayed select the **Format Shape** command.


Size and Position...
Format Shape...
Style
Fill
Outline

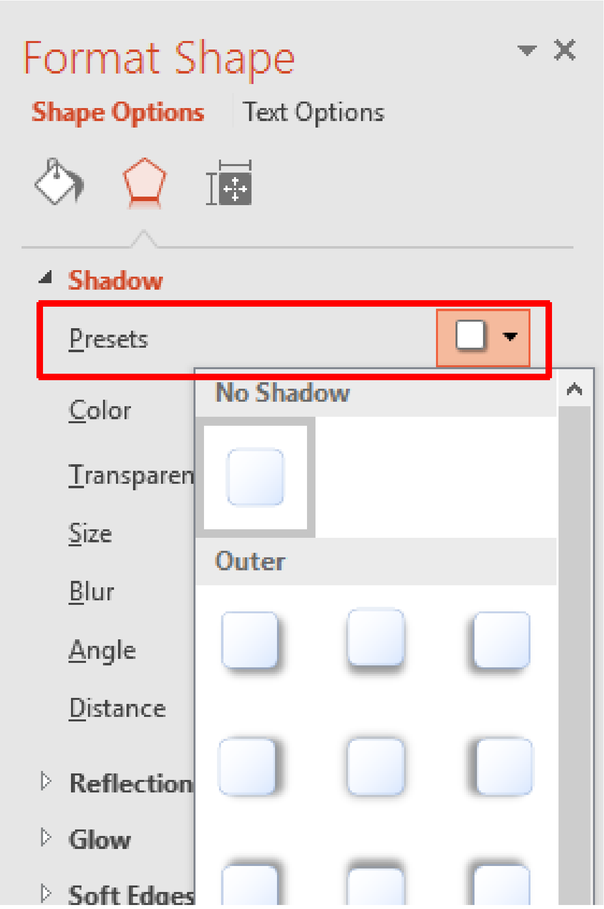
- This will display the **Format Shape** side pane.


Format Shape
Shape Options
Text Options
Fill
Line

- Click on the **Effects** button.


Format Shape
Shape Options
Text Options
Shadow
Reflection
Glow
Soft Edges
3-D Format
3-D Rotation

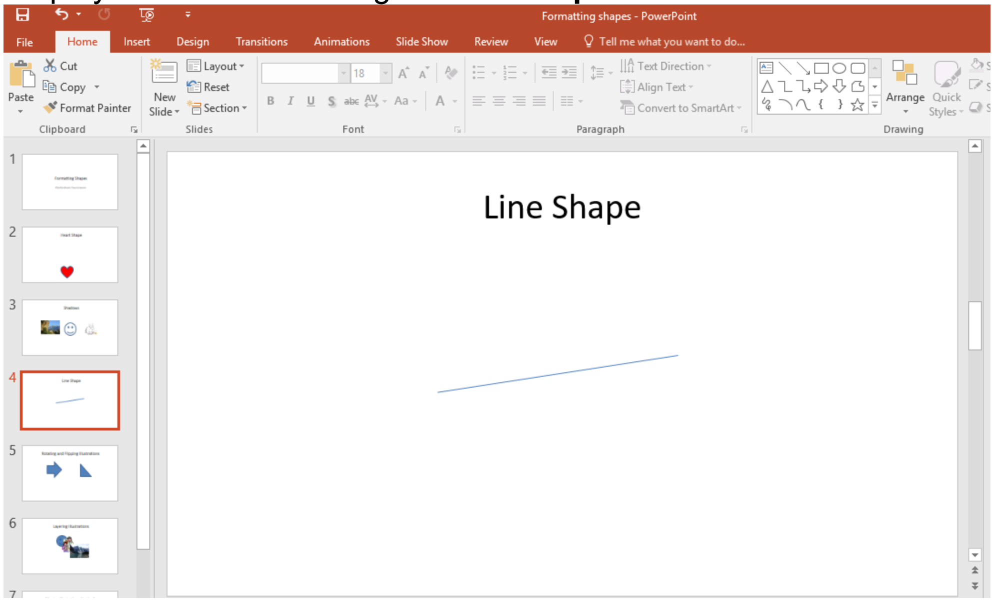
- Click on the **Shadow** item in the drop down. You can adjust the shadow effects by using different **Pre-set** values.


Format Shape
Shape Options
Text Options
Shadow
Presets
No Shadow
Outer
Color
Transparen
Size
Blur
Angle
Distance
Reflection
Glow
Soft Edges

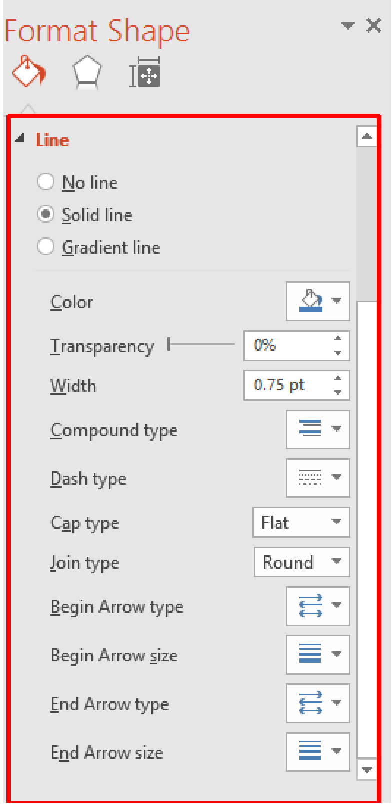
- Experiment with using other effect values such as **Color** and **Distance**.

Modifying arrow line shapes and size

- Display the slide containing the **line shape**.


Formatting shapes - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Cut
Copy
Format Painter
Paste
Clipboard
Layout
Reset
Section
New Slide
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Drawing
Line Shape

- This line does not have any arrow shapes on it, but you can easily format it to display arrow heads.
- Double click on the line to display the **Format Shape** side pane.



Format Shape

Line

○ No line

● Solid line

○ Gradient line

Color

Transparency 0%

Width 0.75 pt

Compound type

Dash type

Cap type Flat

Join type Round

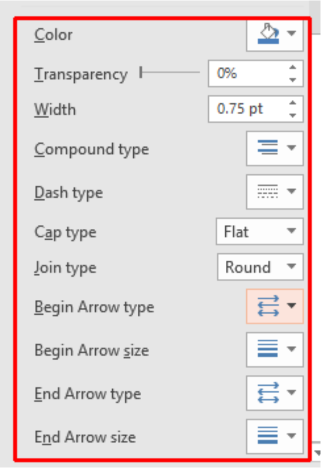
Begin Arrow type

Begin Arrow size

End Arrow type

End Arrow size

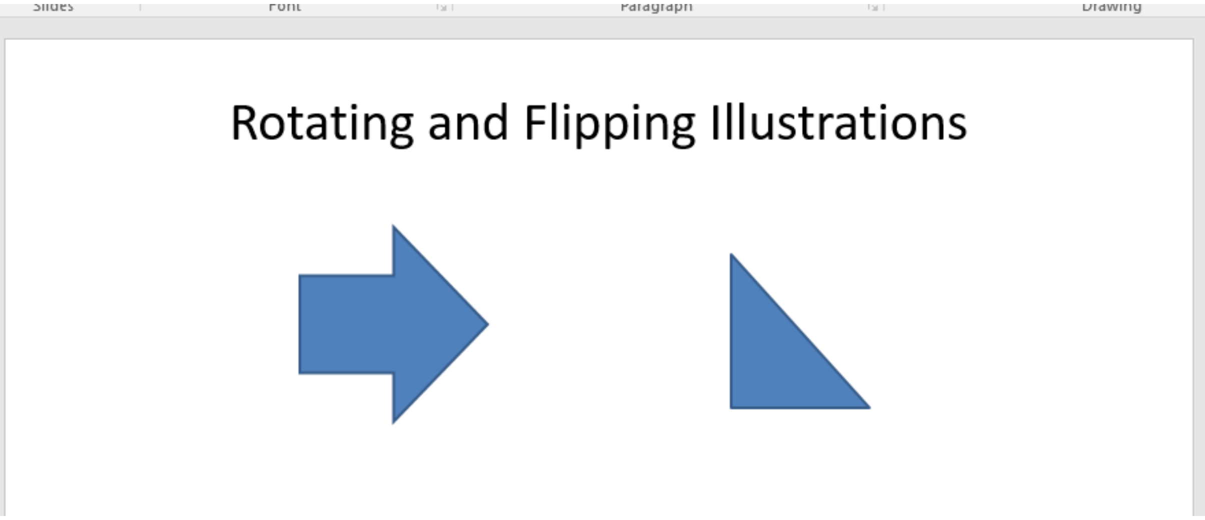
- Experiment using the Line formatting controls.
- Change the arrow color.
- Increase the line width.
- Add an arrow tip to the line.



Color
Transparency 0%
Width 0.75 pt
Compound type
Dash type
Cap type Flat
Join type Round
Begin Arrow type
Begin Arrow size
End Arrow type
End Arrow size

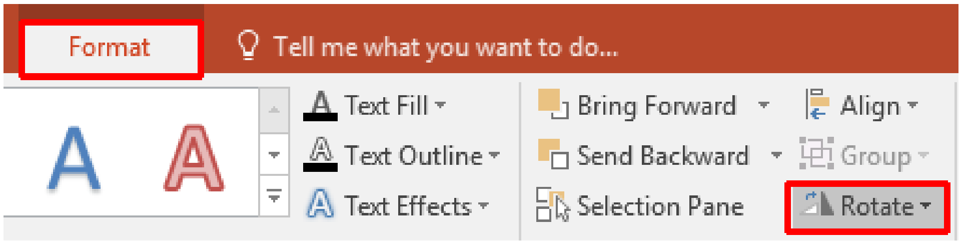
Rotating or flipping an illustration

- Display the slide with the title '**Rotating and Flipping Illustrations**'.

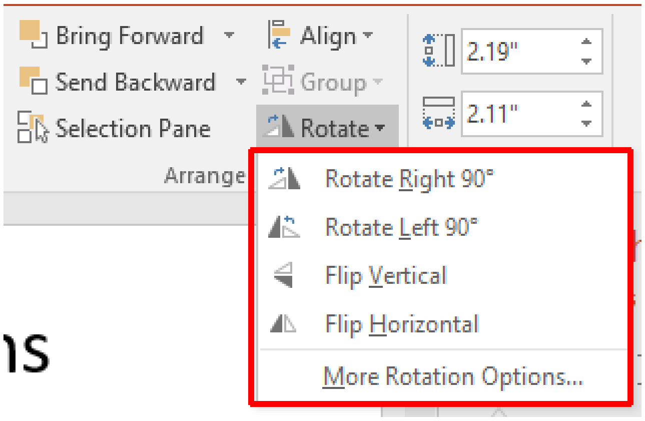


Rotating and Flipping Illustrations

- Select the arrow shape and click on the **Rotate** icon (located within the **Arrange** group under the **Format** tab).


Format
Tell me what you want to do...
A
A
Text Fill
Text Outline
Text Effects
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate

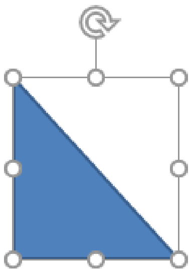
- This will display a drop down list of options.


Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
2.19"
2.11"
Rotate Right 90°
Rotate Left 90°
Flip Vertical
Flip Horizontal
More Rotation Options...

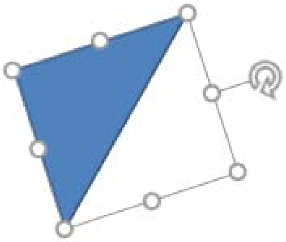
- To flip or rotate the illustration, click on the **Rotate** command and from the submenu select one of the **Flip** or rotate commands. Experiment with applying these options to each shape.

Rotating illustrations by dragging with the mouse

- Select the triangle within the slide. You will notice that as well as the handles at each corner and halfway along each edge of the shape, that there is a special handle sticking out of the top if the illustration.

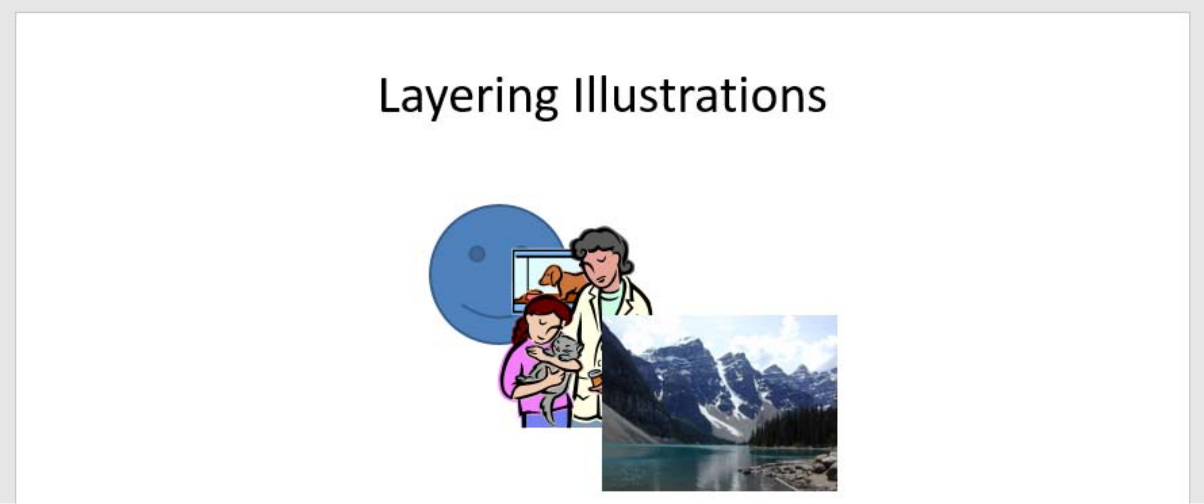


- Click on the special handle, and while keeping the mouse button pressed, drag the mouse to rotate the selected illustration, as shown.



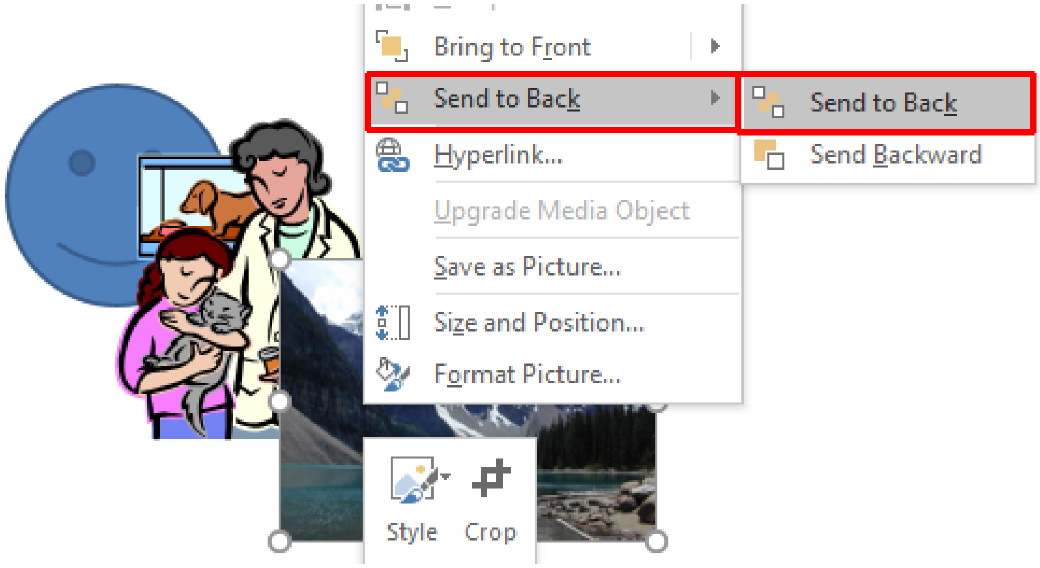
Layering illustrations to the front or back

- Display the slide with the title '**Layering Illustrations**'. This slide contains three illustrations that overlap each other on the screen. The **photograph** is at the top of the illustration layer, with the **child** clip art being in the middle and the **Smiling Face** shape at the bottom of the layers.

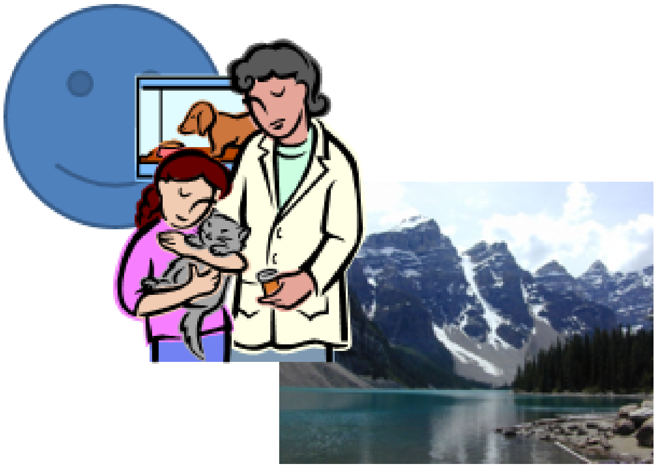


Layering Illustrations

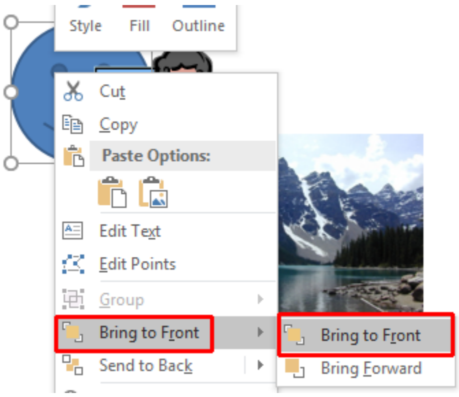
- To send the **photograph** to the back, click on the **photograph** and then click on the **Arrange** button (located within the **Drawing** group under the **Home** tab). Select the **Send to Back** command.


Bring to Front
Send to Back
Send to Back
Send Backward
Hyperlink...
Upgrade Media Object
Save as Picture...
Size and Position...
Format Picture...
Style
Crop

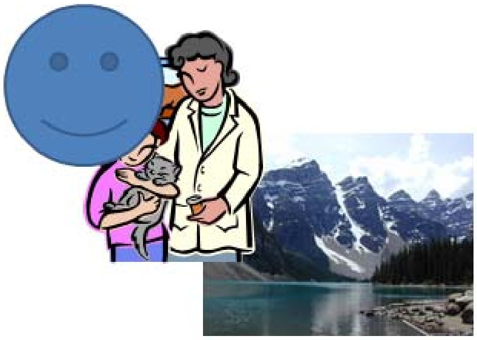
- The layering will change as illustrated. The photo is now at the bottom layer.



- Click on the smiling face shape. To bring this to the front click on the **Arrange** button (located within the **Drawing** section of the **Home** tab). Select the **Bring to Front** command.

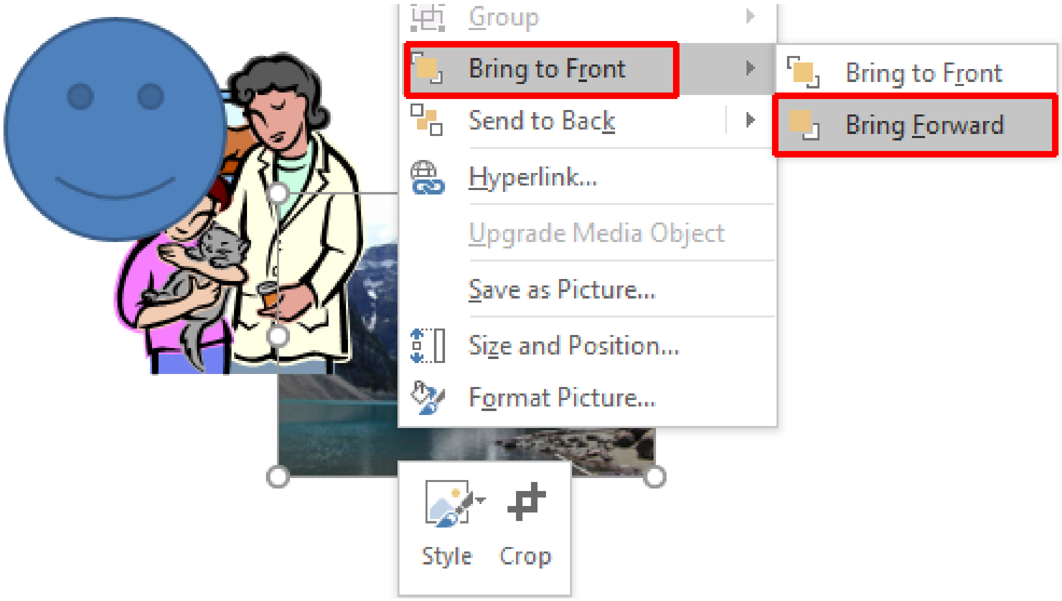

Style
Fill
Outline
Cut
Copy
Paste Options:
Edit Text
Edit Points
Group
Bring to Front
Send to Back
Bring to Front
Bring Forward

- The smiling face will now be at the top of the illustrations layers, as illustrated.

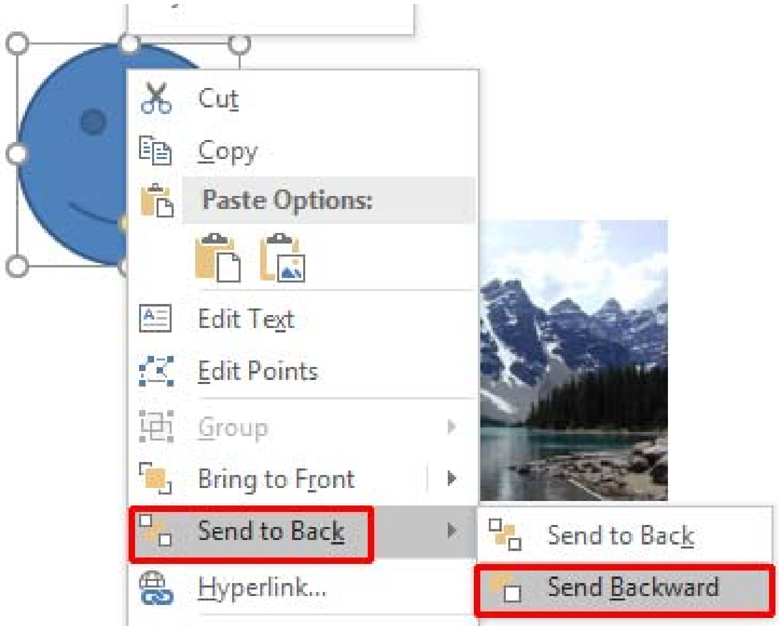


- You can also experiment with using the **Bring Forward** and **Send Backward** options.

- The **Bring Forward** command moves a layered object, one level up the layers.


Group
Bring to Front
Send to Back
Hyperlink...
Upgrade Media Object
Save as Picture...
Size and Position...
Format Picture...
Bring to Front
Bring Forward
Style
Crop

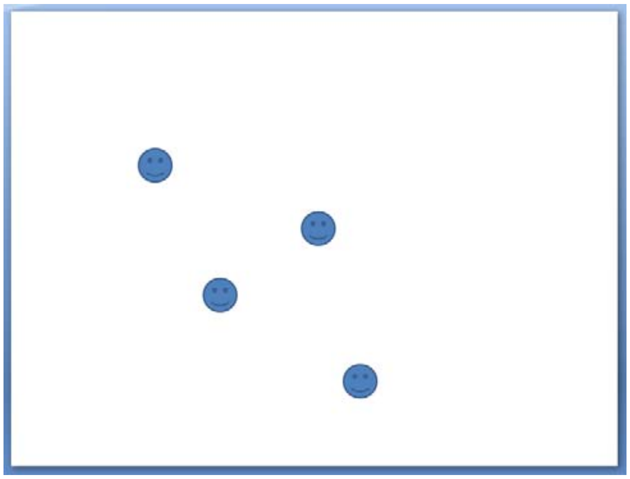
- The **Send Backward** command moves a layered object, one level down the layers.


Cut
Copy
Paste Options:
Edit Text
Edit Points
Group
Bring to Front
Send to Back
Hyperlink...
Send to Back
Send Backward

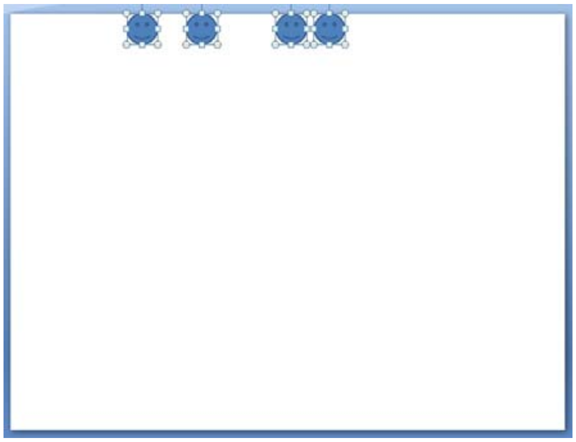
- Save your changes and close the presentation.

Aligning graphics relative to each other or relative to the slide

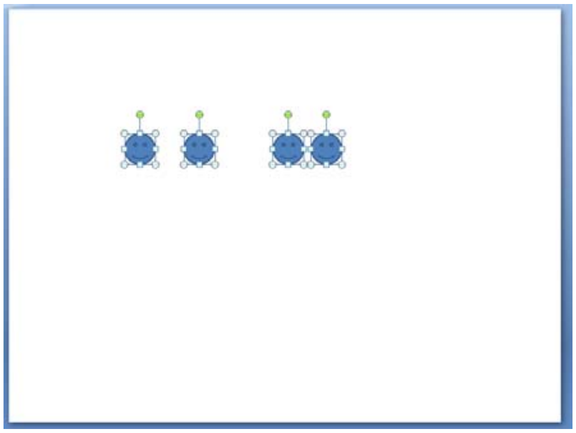
- When aligning graphics, you can align them relative to the slide or relative to each other. To illustrate the point, look at the following example of a slide containing a number of graphic objects.



- If we were to align to the top, using ***alignment relative to the slide*** then after top alignment has been applied your slide would look like this.

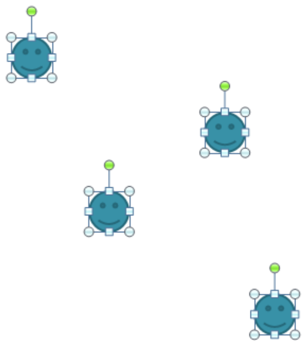


- If, however, we were to align to the top, using ***alignment relative to each object*** then after top alignment has been applied your slide would have looked like this.

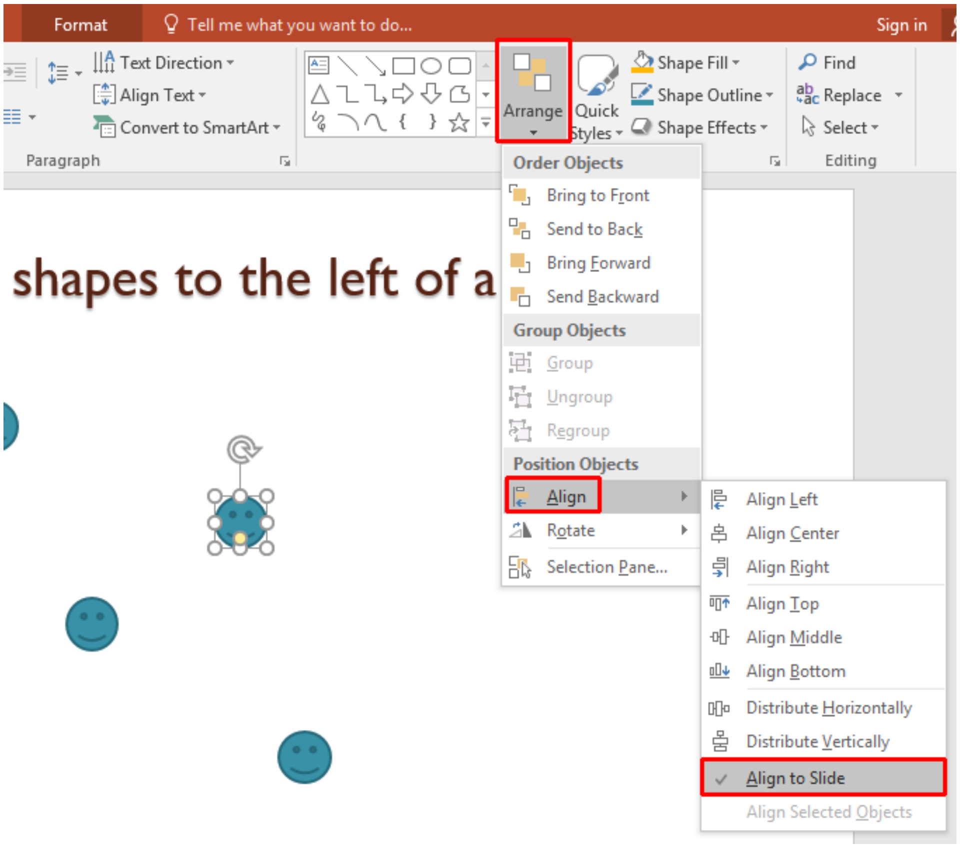


Aligning shapes relative to the left of a slide

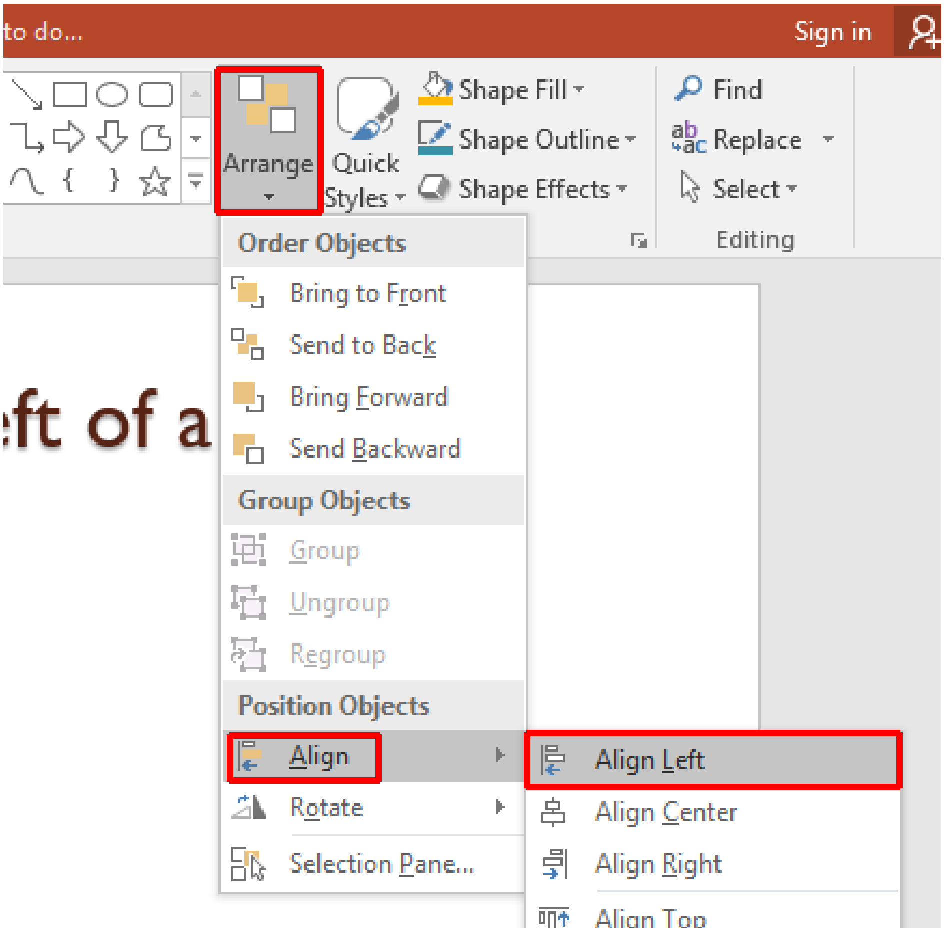
- Open a presentation called **Aligning shapes**.
- Display the first slide. This slide contains a number of shapes. Select all the shapes by clicking on the first shape and while pressing the **Ctrl** key click on the other shapes. When you have finished your screen will look like this with all the shapes selected.



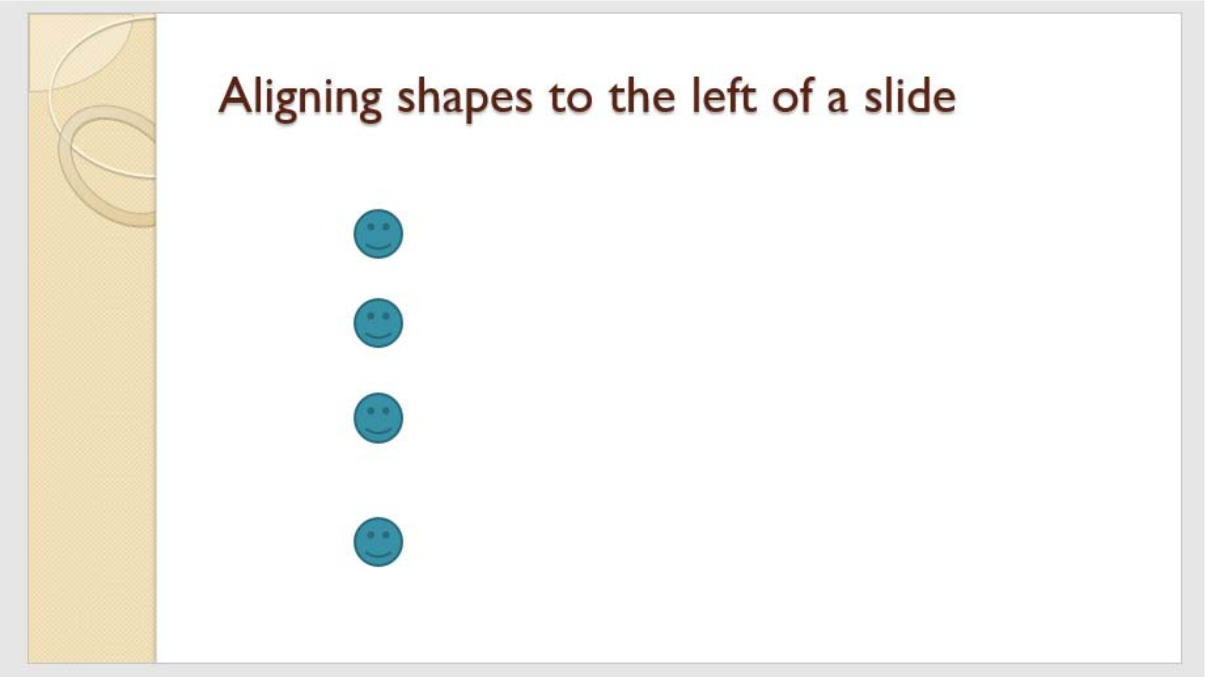
- Click on the **Arrange** button (within the **Drawing** section of the **Home** tab).
- Select the **Align** command. From the drop down list make sure that the **Align to Slide** option is ticked. This will mean that any alignment formatting we apply will be relative to the slide, not relative to existing objects within the slide.


Format
Tell me what you want to do...
Sign in
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
shapes to the left of a
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...
Align Left
Align Center
Align Right
Align Top
Align Middle
Align Bottom
Distribute Horizontally
Distribute Vertically
✓ Align to Slide
Align Selected Objects

- If necessary, redisplay the **Align** drop down menu and then select the **Align Left** command.

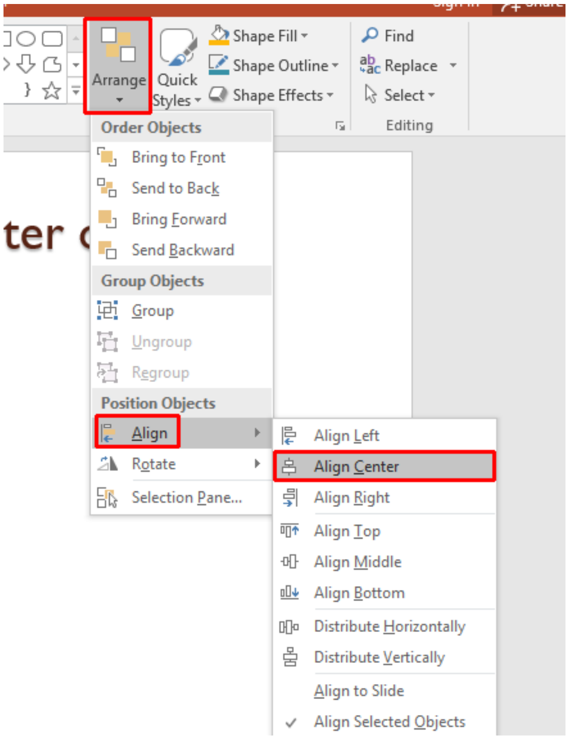

to do...
Sign in
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
ft of a
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...
Align Left
Align Center
Align Right
Align Top

- The shapes will be lined up along the left edge of the slide, as illustrated below.

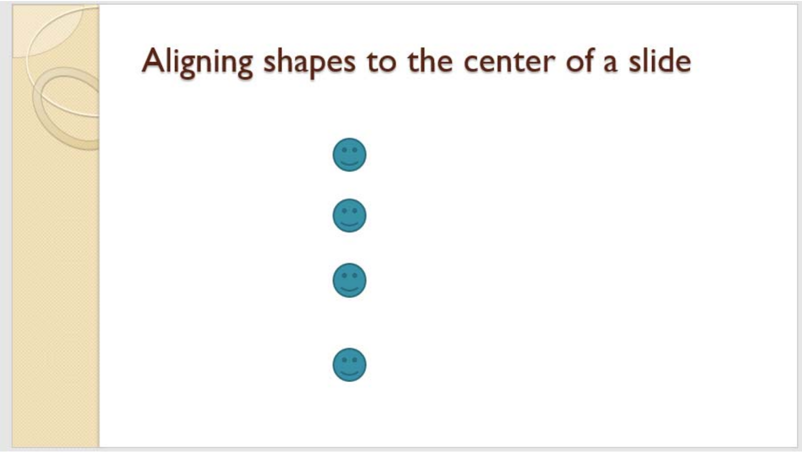

Aligning shapes to the left of a slide

Aligning shapes relative to the center of a slide

- Display the second slide.
- Select all the shapes within the slide.
- Click on the **Arrange** button (within the **Drawing** section of the **Home** tab).
- Select the **Align** command.
- From the drop down list supplied make sure that the **Align to Slide** option is ticked. This will mean that any alignment formatting we apply will be relative to the slide, not relative to existing objects within the slide.
- If necessary, redisplay the **Align** drop down menu and then select the **Align Center** command.


Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...
Align Left
Align Center
Align Right
Align Top
Align Middle
Align Bottom
Distribute Horizontally
Distribute Vertically
Align to Slide
✓ Align Selected Objects

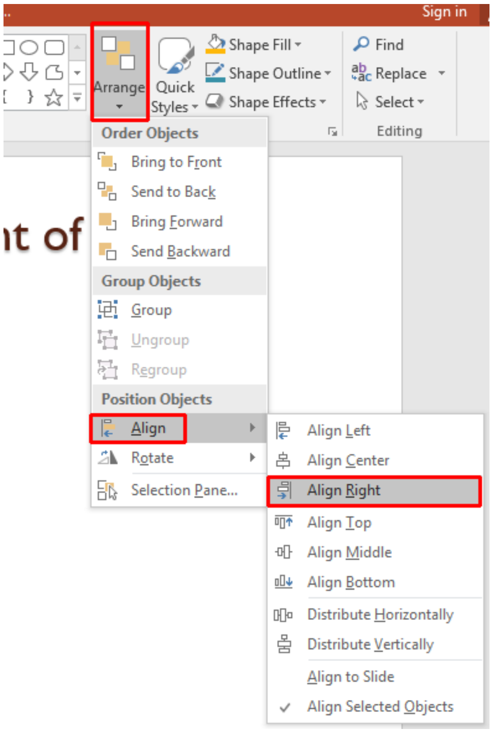
- The shapes will be lined up along the center of the slide, as illustrated below.



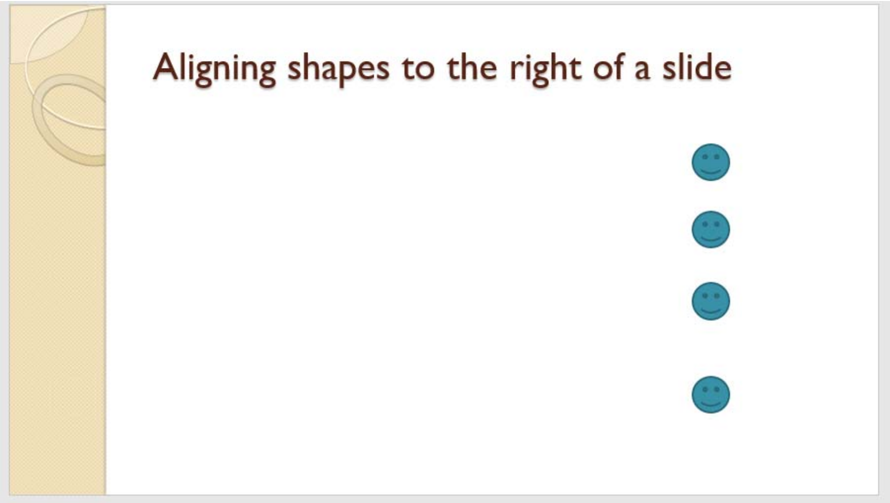
Aligning shapes to the center of a slide

Aligning shapes relative to the right of a slide

- Display the third slide.
- Select all the shapes within the slide.
- Click on the **Arrange** button (within the **Drawing** section of the **Home** tab).
- Select the **Align** command.
- From the drop down list make sure that the **Align to Slide** option is ticked. This will mean that any alignment formatting we apply will be relative to the slide, not relative to existing objects within the slide.
- If necessary, redisplay the **Align** drop down menu and then select the **Align Right** command.


Sign in
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
it of
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...
Align Left
Align Center
Align Right
Align Top
Align Middle
Align Bottom
Distribute Horizontally
Distribute Vertically
Align to Slide
Align Selected Objects

- The shapes will be lined up along the right edge of the slide, as illustrated below.

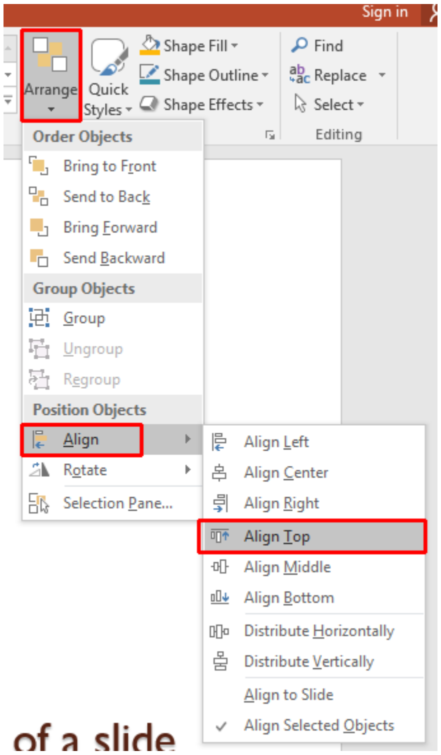


Aligning shapes to the right of a slide

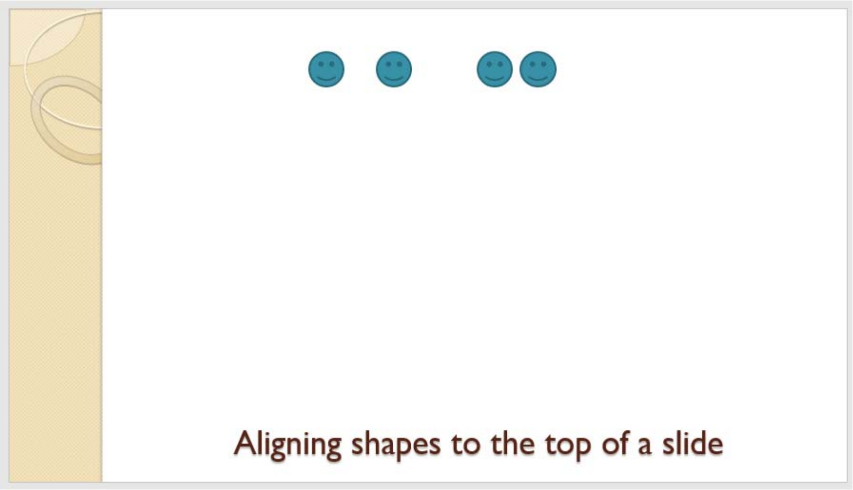
Aligning shapes relative to the top of a slide

- Display the forth slide.
- Select all the shapes within the slide.
- Click on the **Arrange** button (within the **Drawing** section of the **Home** tab).
- Select the **Align** command.

- From the drop down list make sure that the **Align to Slide** option is ticked. This will mean that any alignment formatting we apply will be relative to the slide, not relative to existing objects within the slide.
- If necessary, redisplay the **Align** drop down menu and then select the **Align Top** command.

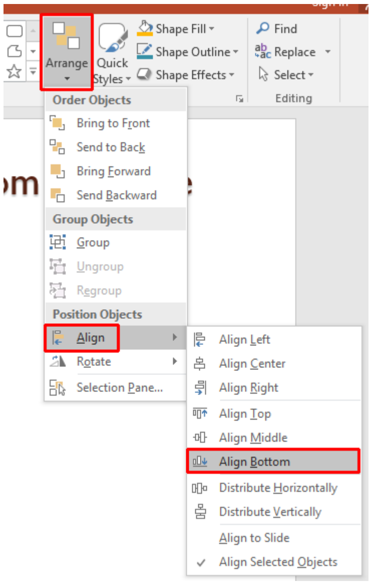

Sign in
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...
Align Left
Align Center
Align Right
Align Top
Align Middle
Align Bottom
Distribute Horizontally
Distribute Vertically
Align to Slide
✓ Align Selected Objects
of a slide

- The shapes will be lined up along the top edge of the slide, as illustrated below.

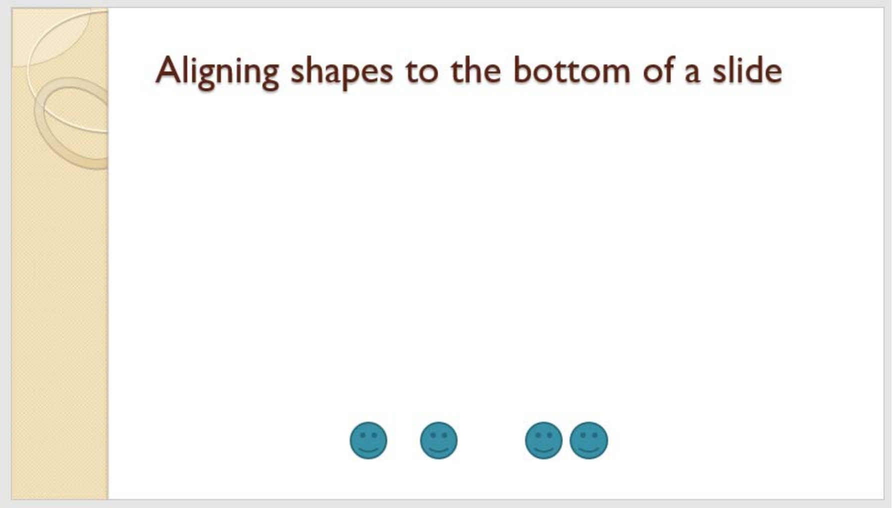

Aligning shapes to the top of a slide

Aligning shapes relative to the bottom of a slide

- Display the fifth slide.
- Select all the shapes within the slide.
- Click on the **Arrange** button (within the **Drawing** section of the **Home** tab).
- Select the **Align** command.
- From the drop down list make sure that the **Align to Slide** option is ticked. This will mean that any alignment formatting we apply will be relative to the slide, not relative to existing objects within the slide.
- If necessary, redisplay the **Align** drop down menu and then select the **Align Bottom** command.


Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...
Align Left
Align Center
Align Right
Align Top
Align Middle
Align Bottom
Distribute Horizontally
Distribute Vertically
Align to Slide
✓ Align Selected Objects

- The shapes will be lined up along the bottom edge of the slide, as illustrated below.

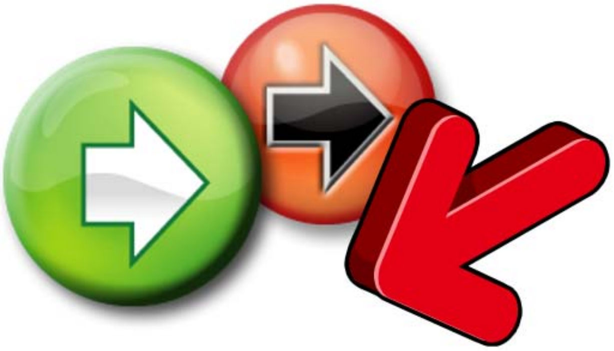


Aligning shapes to the bottom of a slide

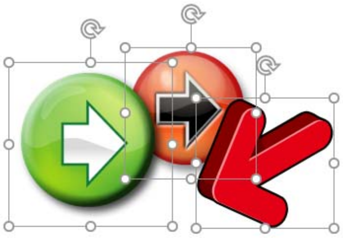
- Save your changes and close the presentation.

Grouping and ungrouping objects

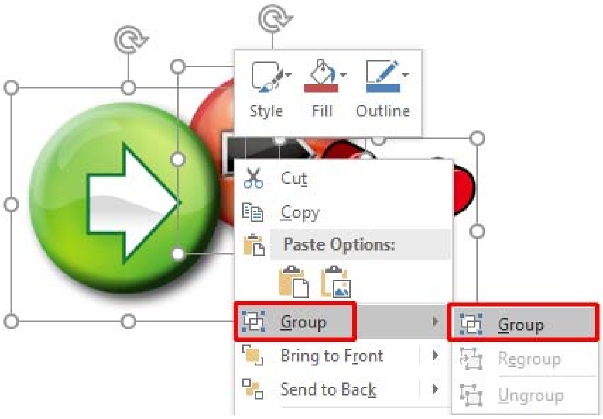
- Open a presentation called **Grouping**.



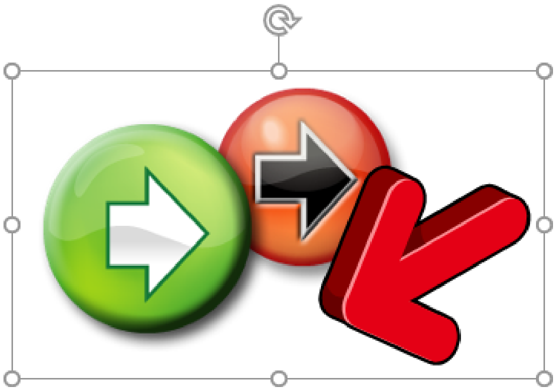
- This slide contains three separate graphics. Click on each graphic in turn to verify that each graphic can be individually selected. Try dragging one of the graphics to the edge of the slide. As you can see only the selected graphic is moved. Click on the **Undo** icon to reverse this move.
- We can group all three objects together so that PowerPoint treats them as a single graphic object. To do this we first need to select all three graphic objects. Click on the first graphic object, and whilst keeping the **Shift** key depressed click on the other two objects. Once all all three objects are selected release the **Shift** key. The selected objects will now look like this.



- Right click over the selected objects and from the popup menu displayed select the **Group** command. From the submenu select the **Group** command.

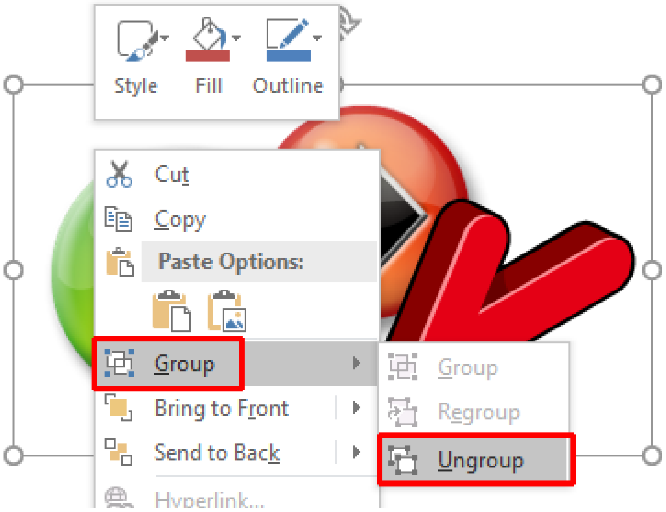

Style
Fill
Outline
Cut
Copy
Paste Options:
Group
Bring to Front
Send to Back
Group
Regroup
Ungroup

- The objects have now been grouped together to create a single graphic object. You will notice that the three objects are surrounded by a single outline when selected, as illustrated below.

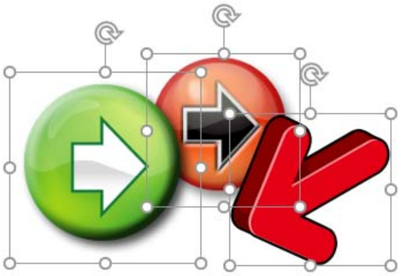


- Try dragging one of the graphics to the edge of the slide. As you can see all three arrows are now treated as a single graphic.

- To ungroup the objects so that they can be manipulated separately again, right click on the grouped object and from the popup menu displayed select the **Group** command. From the submenu, click on the **Ungroup** command.


Style
Fill
Outline
Cut
Copy
Paste Options:
Group
Bring to Front
Send to Back
Hyperlink...
Group
Regroup
Ungroup

- Once again the three graphics are displayed as three separate graphics.

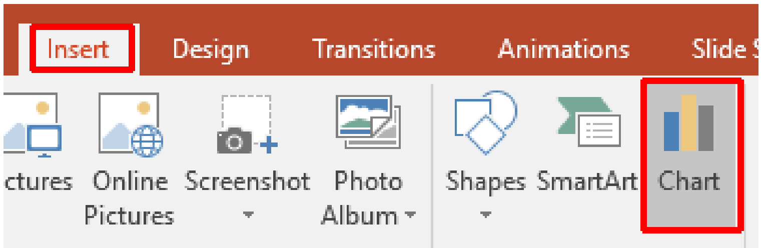


- Save your changes and close the presentation.

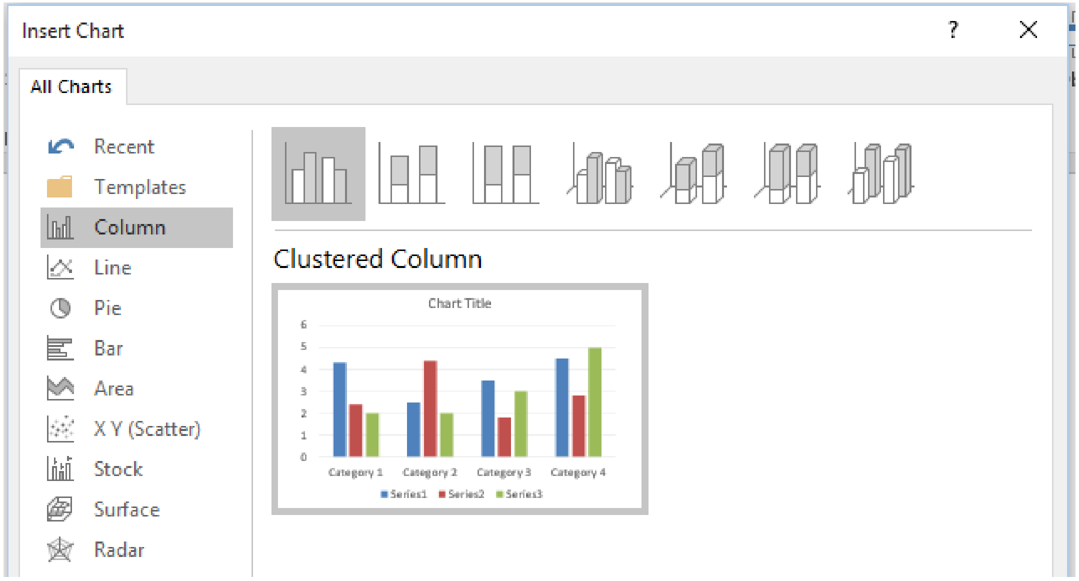
Charts in PowerPoint 2016

Inserting charts and editing the chart data

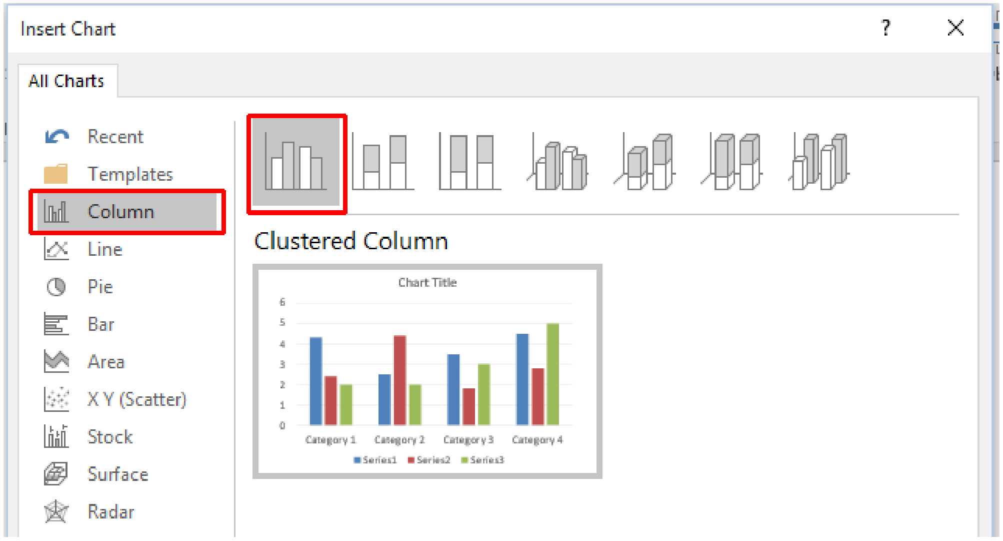
- Open a presentation called **Charts**.
- Click on the **Chart** button (contained within the **Illustrations** group under the **Insert** tab).


Insert
Design
Transitions
Animations
Slide
ctures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart

- This will display the **Insert Chart** dialog box.


Insert Chart
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Clustered Column
Chart Title
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series1
Series2
Series3

- You can select a chart type such as **Column**, **Line** or **Pie**. You can then select a specific formatting option for the selected chart type.
- In this case select a **Column** chart and from the right side of the dialog box, and then select a **Clustered Column**.


Insert Chart
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Clustered Column
Chart Title
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series1
Series2
Series3

- Click on the **OK** button. Your screen will now change as illustrated below.

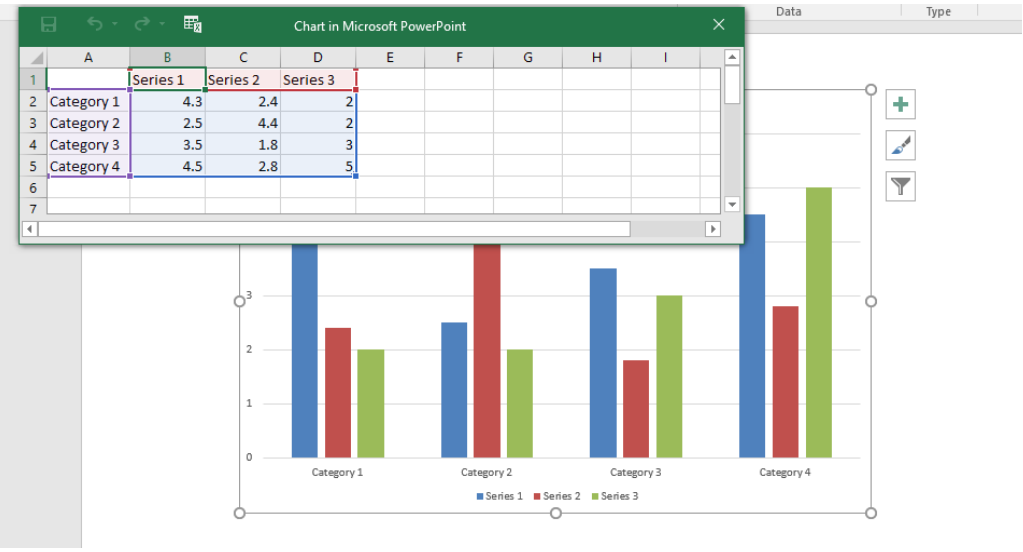


Chart in Microsoft PowerPoint
Data
Type
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

You will see a chart inserted into your PowerPoint presentation. You will also see a windows containing data that the chart within PowerPoint is based on.

- The default chart numbers within the Excel worksheet will look something like this:

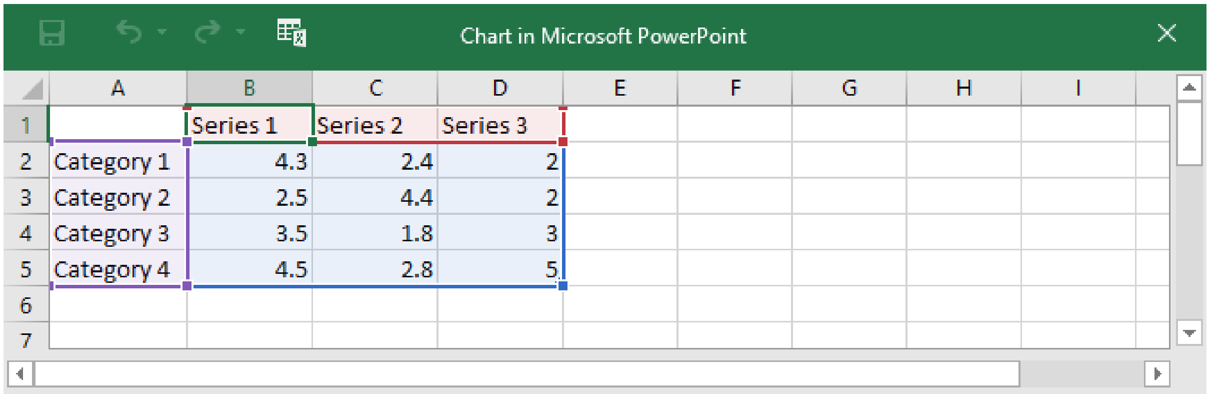


Chart in Microsoft PowerPoint

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

- Edit the data within Excel to look like this:

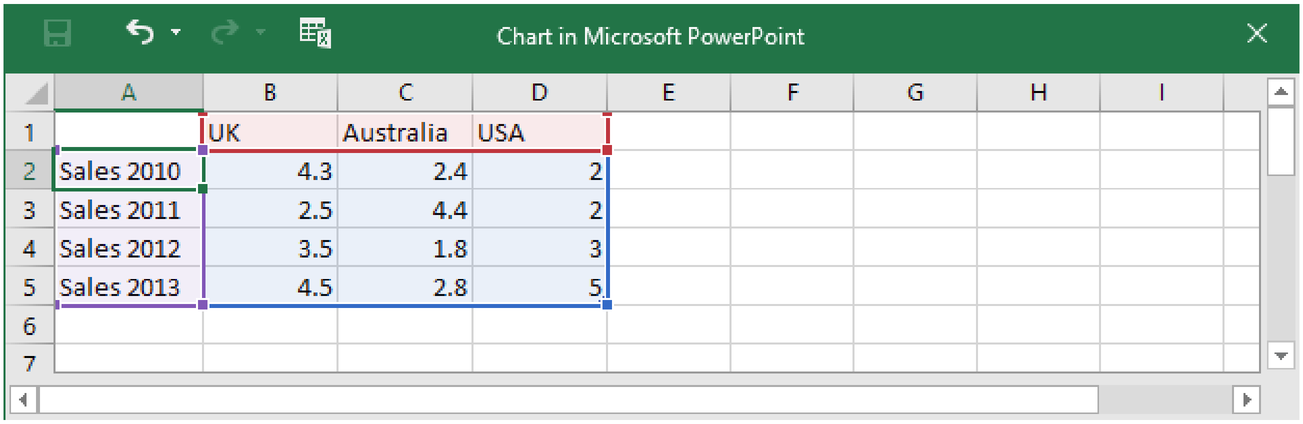
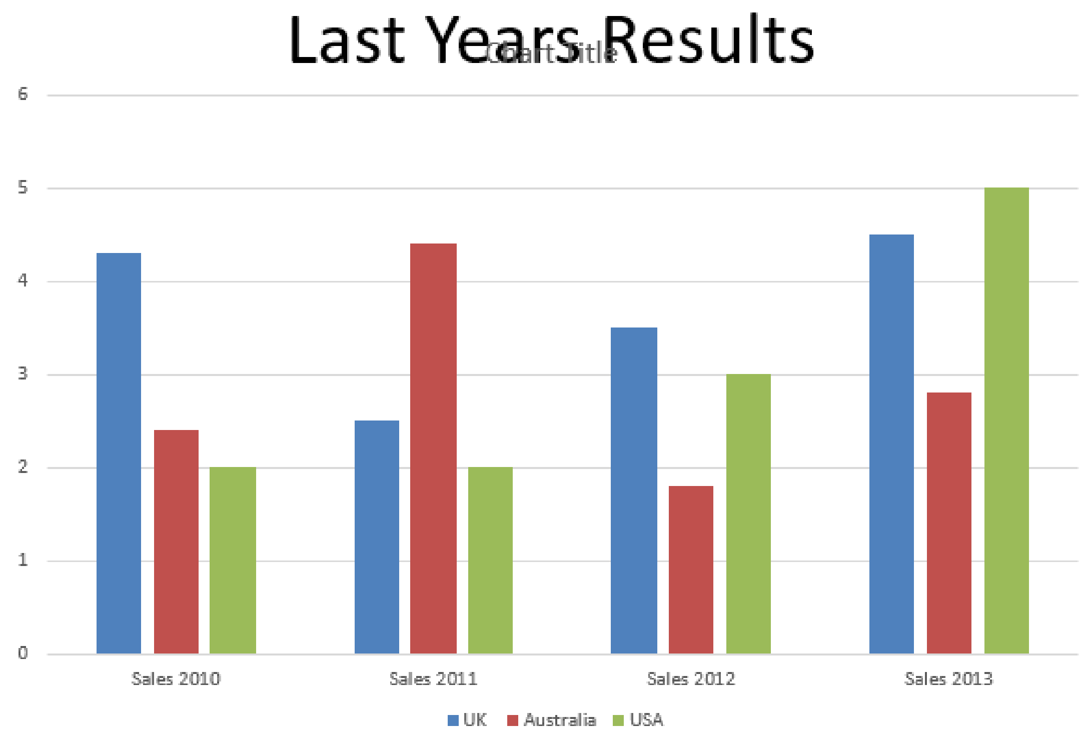


Chart in Microsoft PowerPoint

	UK	Australia	USA
Sales 2010	4.3	2.4	2
Sales 2011	2.5	4.4	2
Sales 2012	3.5	1.8	3
Sales 2013	4.5	2.8	5

- As you edit the data within Excel the chart within PowerPoint will change, as below.



- Close the Excel workbook.
- Save your changes to the PowerPoint presentation and close the file.

Changing the chart type

- Open a presentation called **Chart Type**.

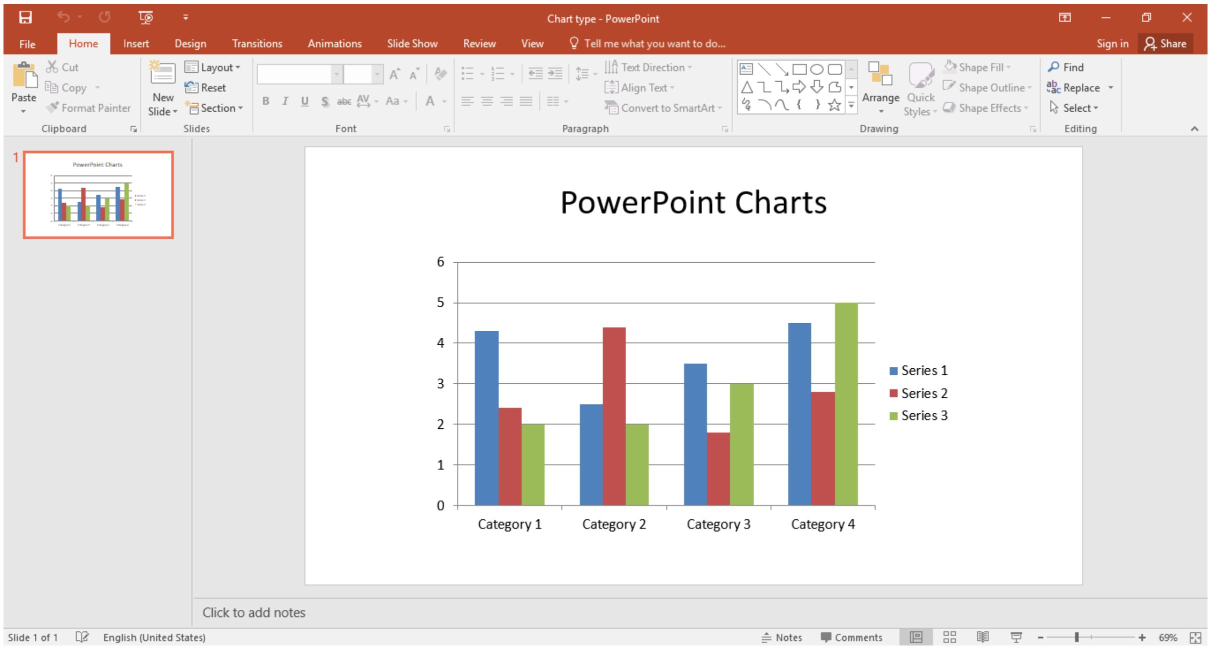
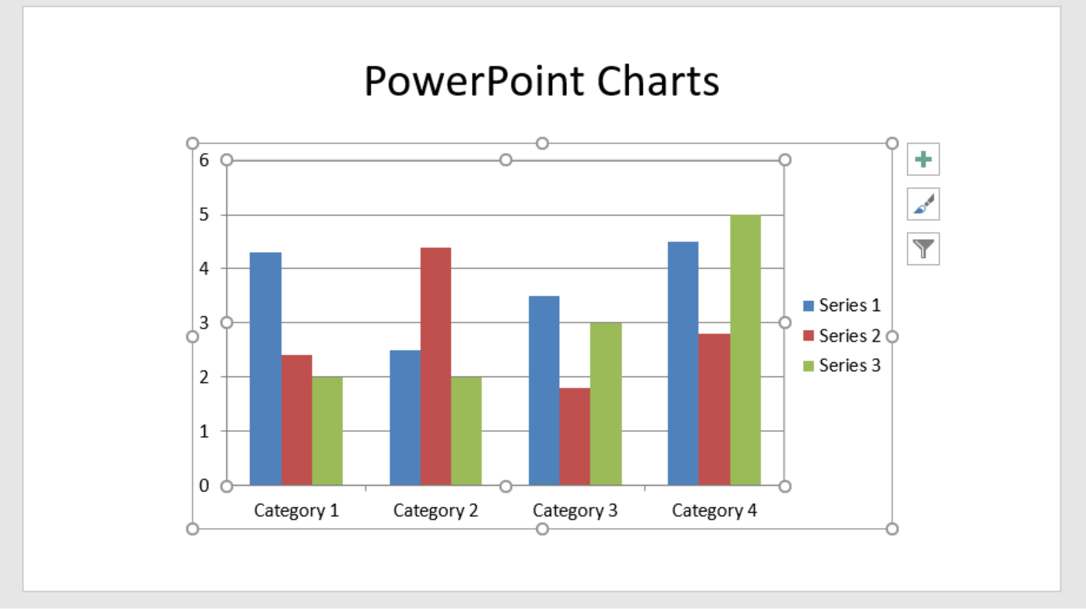


Chart type - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
PowerPoint Charts
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3
Click to add notes
Slide 1 of 1
English (United States)
Notes
Comments
69%

- Click on the chart to select it. The screen should now look like this.


PowerPoint Charts
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3

- Click on the Chart Tools tab displayed above the other tabs. Your screen will now look like this.

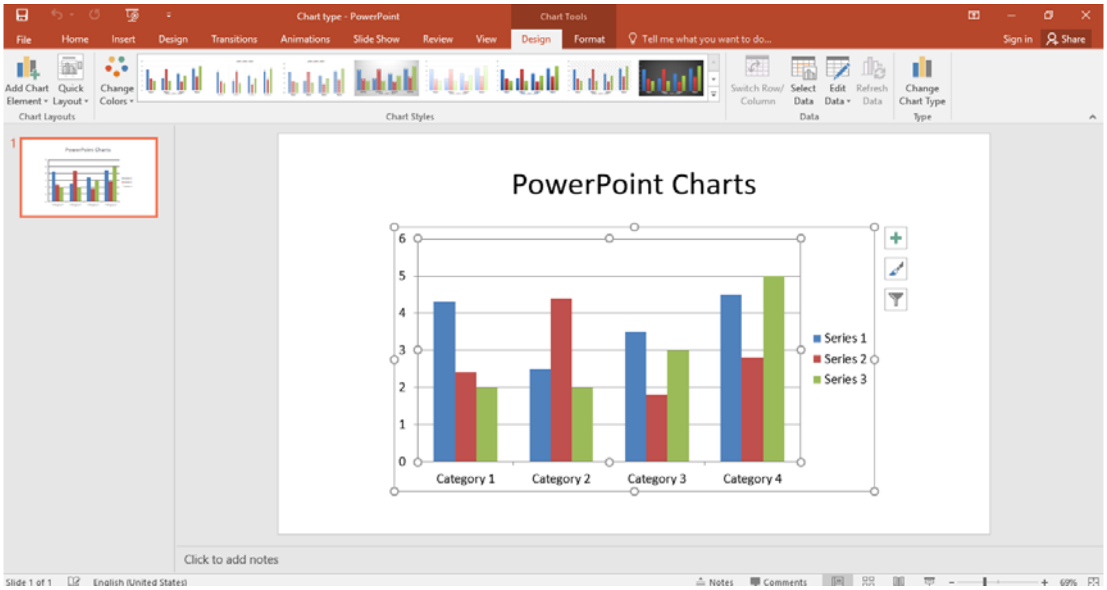


Chart type - PowerPoint
Chart Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Format
Tell me what you want to do...
Sign in
Share
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles
Switch Row/ Column
Select Data
Edit Data
Refresh Data
Data
Change Chart Type
Type
PowerPoint Charts
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3
Click to add notes
Slide 1 of 1
English (United States)
Notes
Comments
69%

- You can click on the **Change Chart Type** button in the **Chart Tools** ribbon.

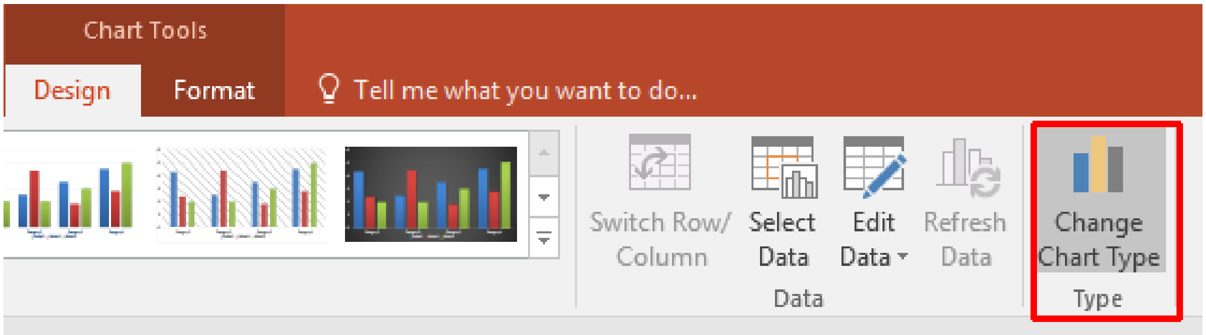
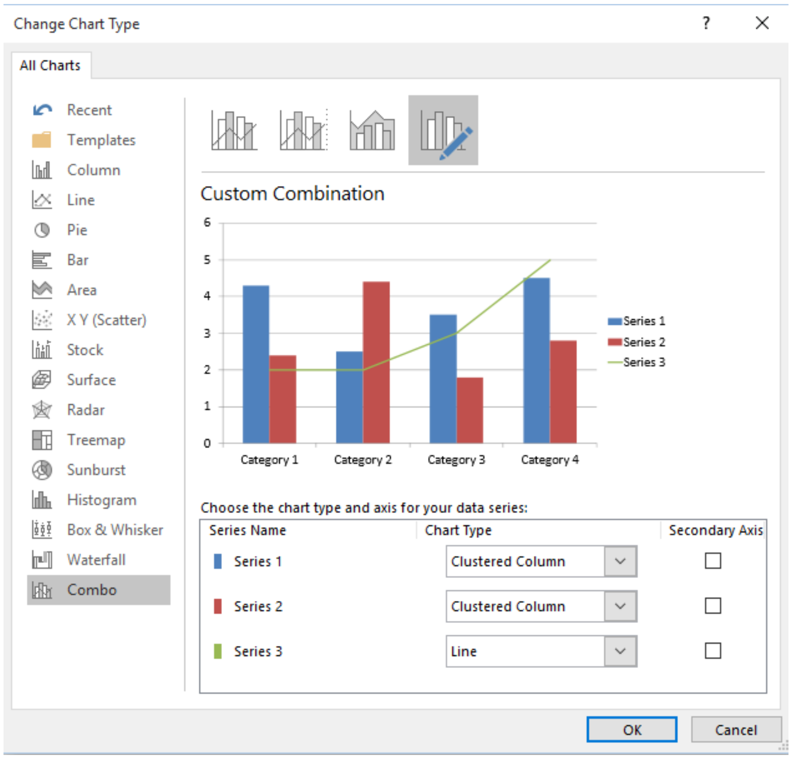


Chart Tools
Design
Format
Tell me what you want to do...
Switch Row/ Column
Select Data
Edit Data
Refresh Data
Data
Change Chart Type
Type

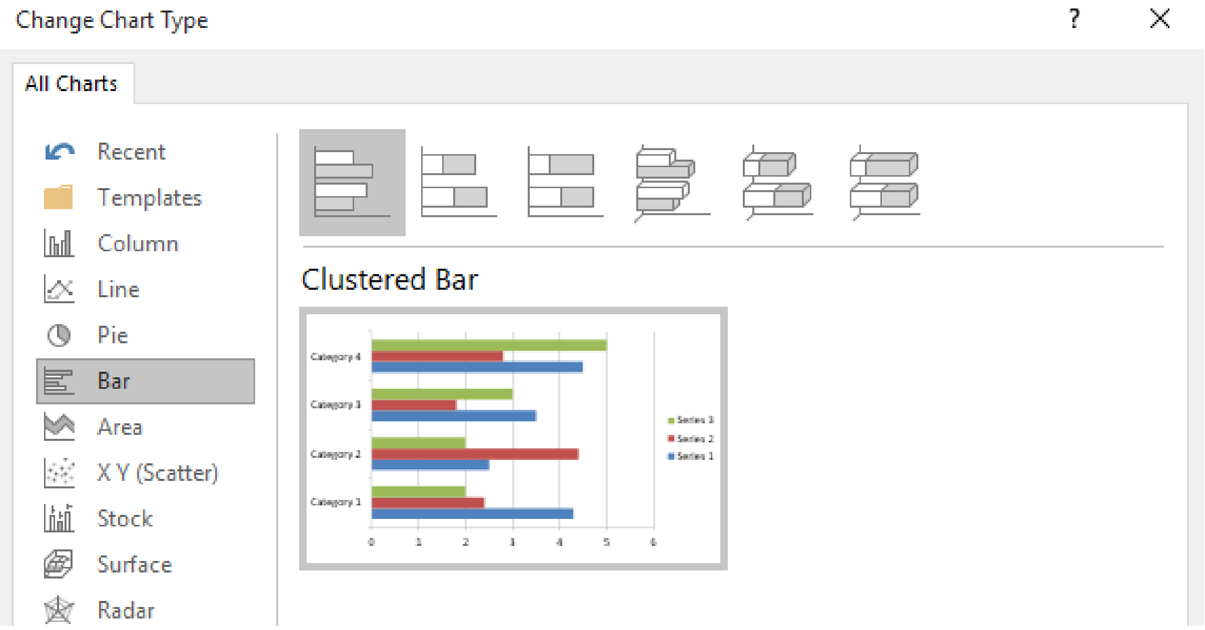
- This will display the **Change Chart Type** dialog box.


Change Chart Type
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Combo
Custom Combination
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3
OK
Cancel

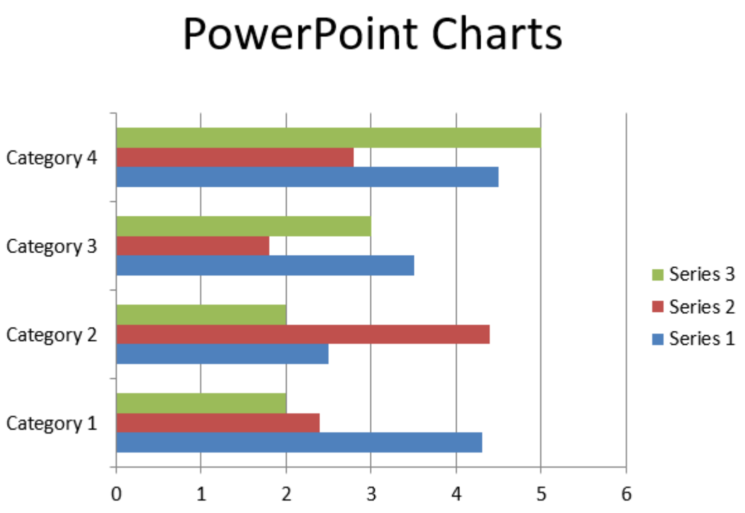
Choose the chart type and axis for your data series:

Series Name	Chart Type	Secondary Axis
Series 1	Clustered Column	☐
Series 2	Clustered Column	☐
Series 3	Line	☐

- You can select another chart type, such as **Bar** illustrated below.


Change Chart Type
?
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Radar
Clustered Bar
Category 4
Category 3
Category 2
Category 1
0
1
2
3
4
5
6
Series 3
Series 2
Series 1

- Clicking on the **OK** button will display the new chart type.



- Save your changes to the PowerPoint presentation and close the file.

Changing the background color in the chart

- Open a presentation called **Chart formatting**.

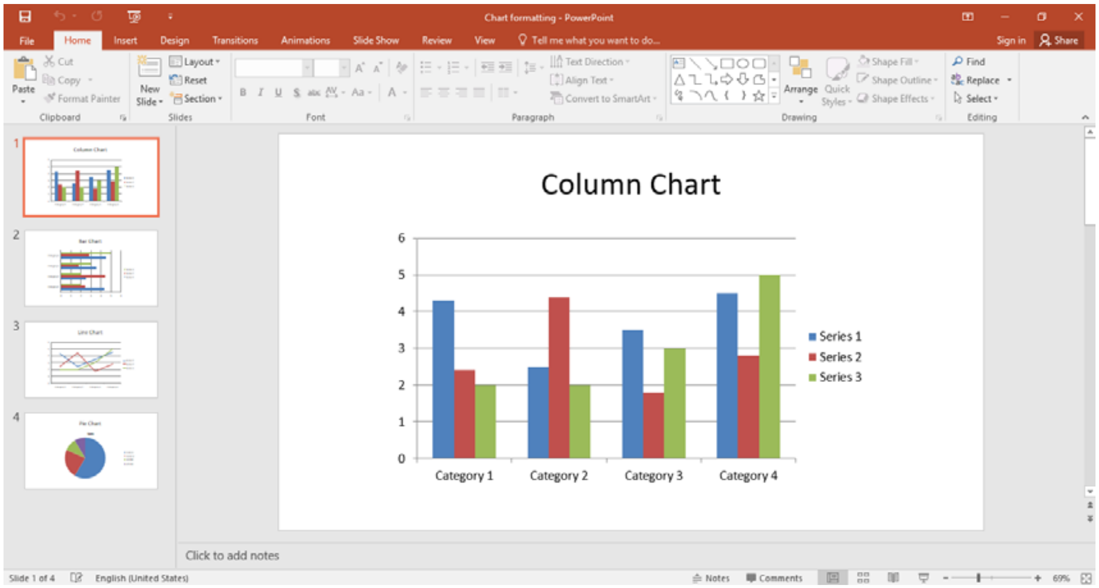


Chart formatting - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Column Chart
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3
Click to add notes
Slide 1 of 4
English (United States)
Notes
Comments
69%

- Click on the chart to select it. If you do not see the **Chart Tools** ribbon displayed click on the **Chart Tools** tab displayed in your ribbon.

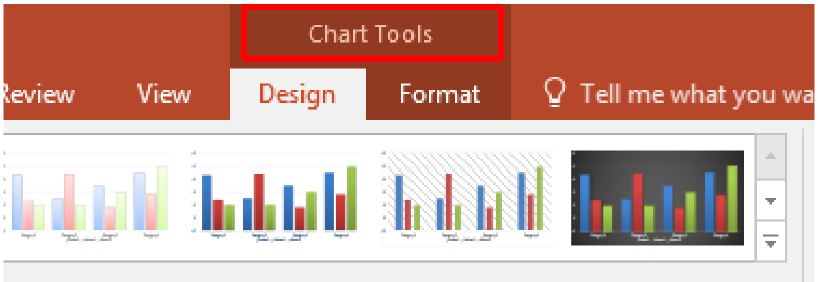
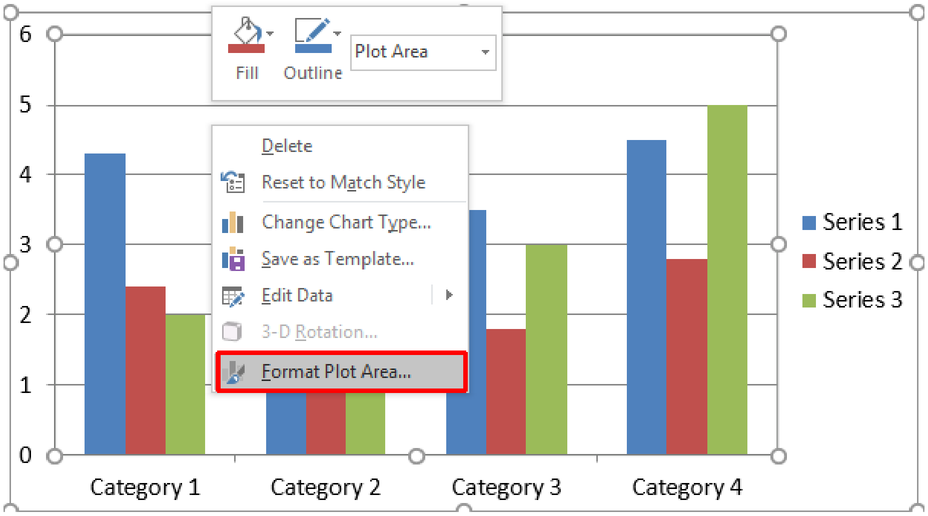
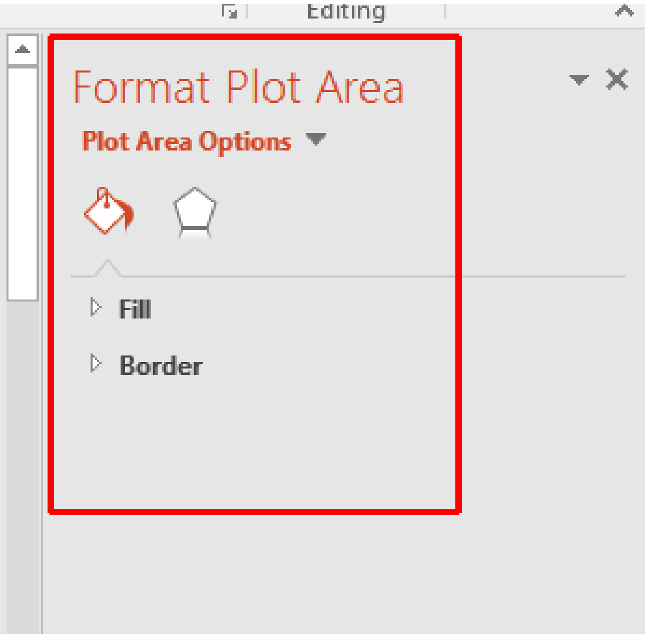


Chart Tools
Review
View
Design
Format
Tell me what you wa

- **Right click** over an empty part of the chart background and you will see a popup menu displayed.


Fill
Outline
Plot Area
Delete
Reset to Match Style
Change Chart Type...
Save as Template...
Edit Data
3-D Rotation...
Format Plot Area...
6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3

- Click on the **Format Plot Area** command. You will see the **Format Plot Area** pane is displayed to the right.



Editing

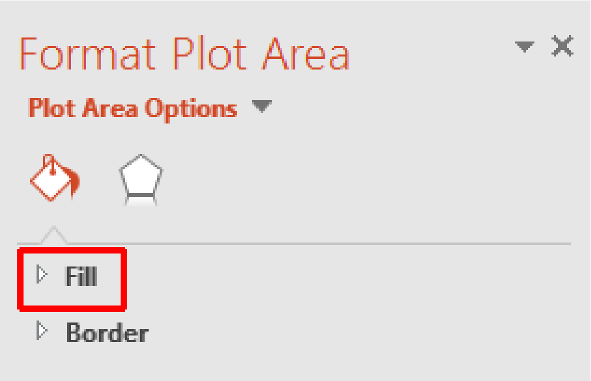
Format Plot Area

Plot Area Options

Fill

Border

- To set a solid color background for your chart click on the **Solid Fill** command.



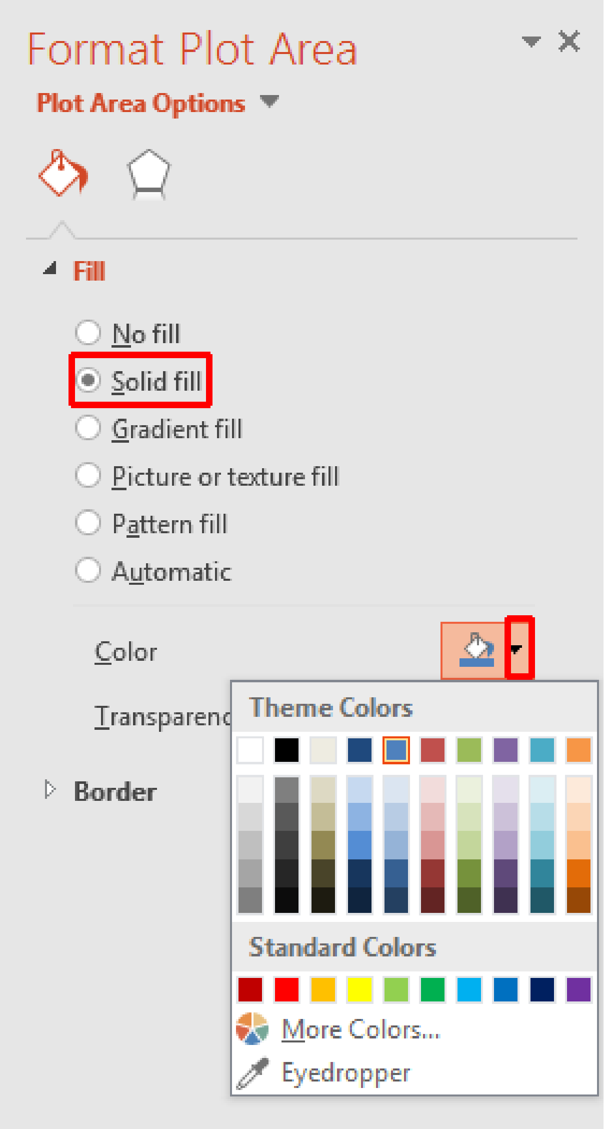
Format Plot Area

Plot Area Options

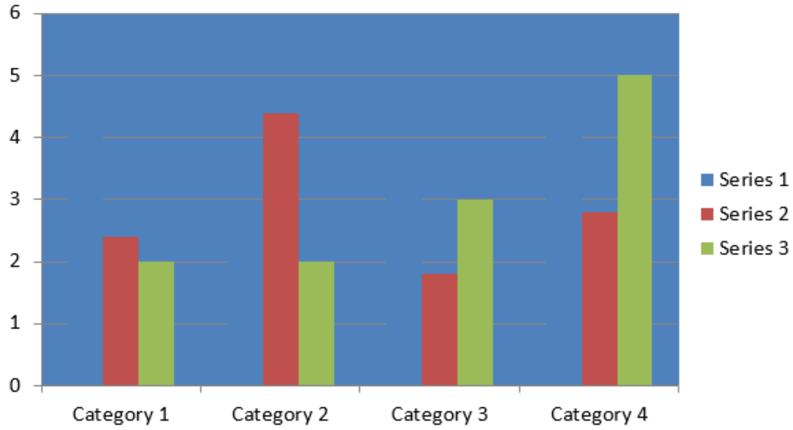
Fill

Border

- Within the drop down displayed click on **Solid Fill** and then click on the **down arrow** next to the color and select the required color.

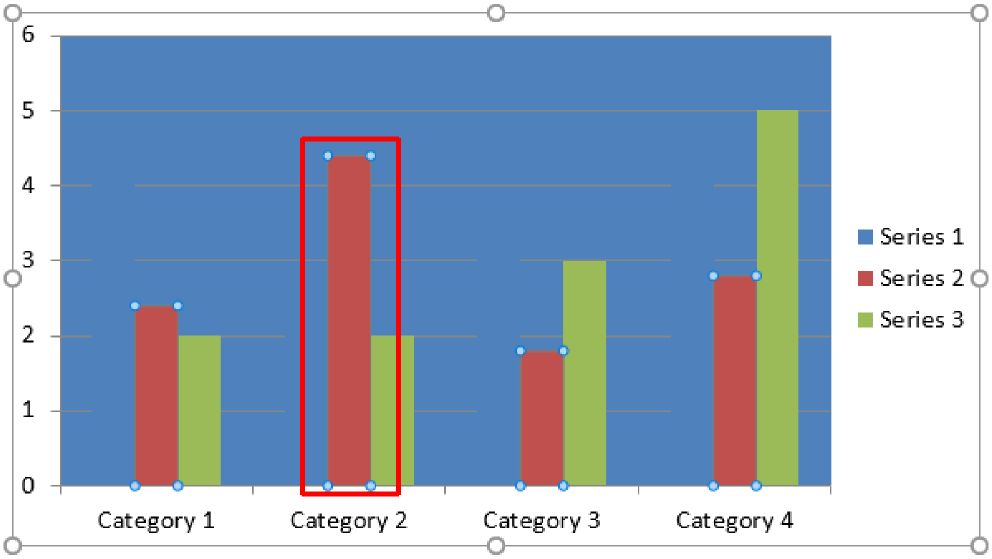

Format Plot Area
Plot Area Options
Fill
○ No fill
● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill
○ Automatic
Color
Transparenc
Border
Theme Colors
Standard Colors
More Colors...
Eyedropper

- The chart will now look like this.

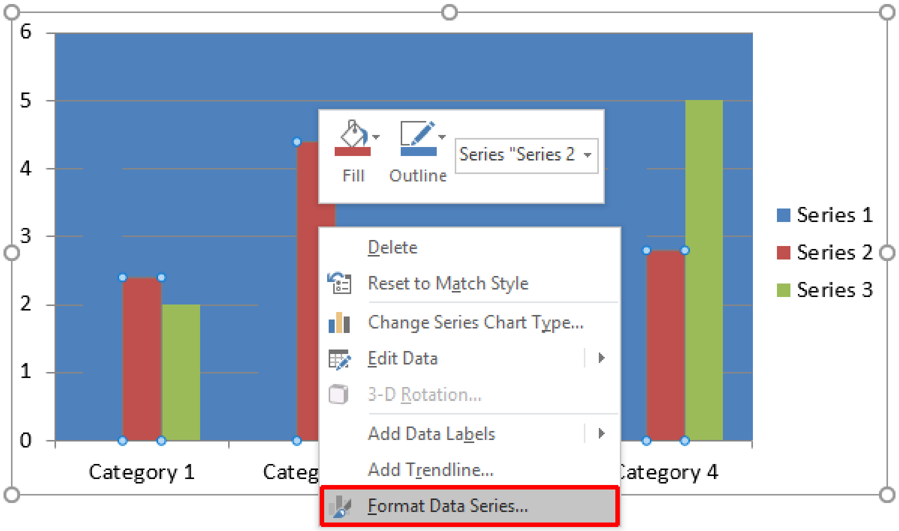


Changing the column, bar, line or pie slice colors in the chart

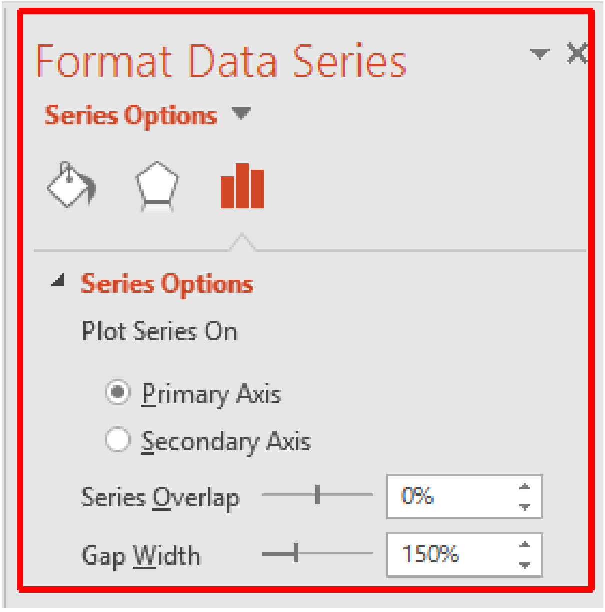
- You can apply colors to the elements within your chart.
- Display the first slide containing a column chart.
- Click on one of the columns within the chart and you will notice that the other similar columns are also selected.


6
5
4
3
2
1
0
Category 1
Category 2
Category 3
Category 4
Series 1
Series 2
Series 3

- Right click over one of the selected columns and you will see a popup menu displayed. Select the **Format Data Series** command.


6
5
4
3
2
1
0
Category 1
Categ
ategory 4
Series 1
Series 2
Series 3
Fill
Outline
Series "Series 2
Delete
Reset to Match Style
Change Series Chart Type...
Edit Data
3-D Rotation...
Add Data Labels
Add Trendline...
Format Data Series...

- You will see the **Format Data Series** side pane displayed.


Format Data Series
Series Options

Series Options

Plot Series On

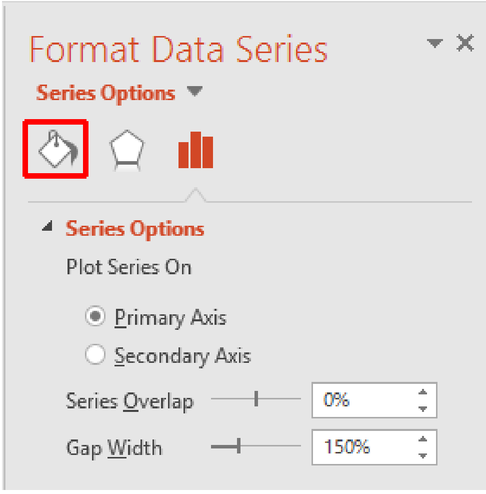
● Primary Axis

○ Secondary Axis

Series Overlap 0%

Gap Width 150%

- Click on the **Fill and Line** tool.



Format Data Series

Series Options

Series Options

Plot Series On

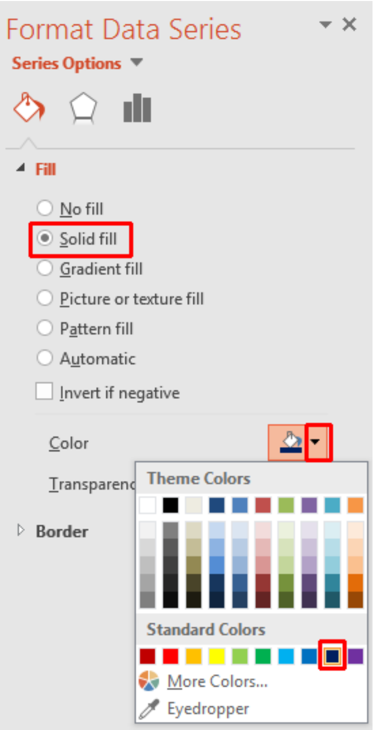
● Primary Axis

○ Secondary Axis

Series Overlap 0%

Gap Width 150%

- Click on the **Solid Fill** button and click on the **down arrow** to the right of the **Color** section.



Format Data Series

Series Options

Fill

○ No fill

● Solid fill

○ Gradient fill

○ Picture or texture fill

○ Pattern fill

○ Automatic

☐ Invert if negative

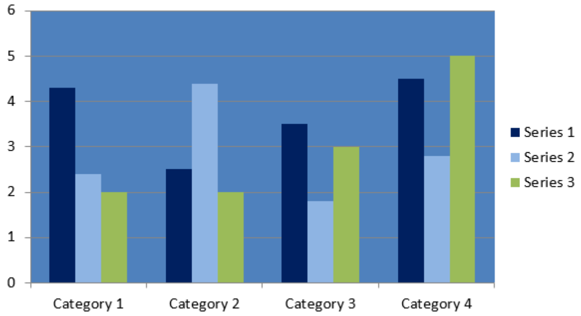
Color

Transparency

Border

Theme Colors
Standard Colors
More Colors...
Eyedropper

- The selected column will then be displayed using the selected color.



- Experiment with applying different colors to other columns within the chart.
- Display the **second slide** containing a bar chart.

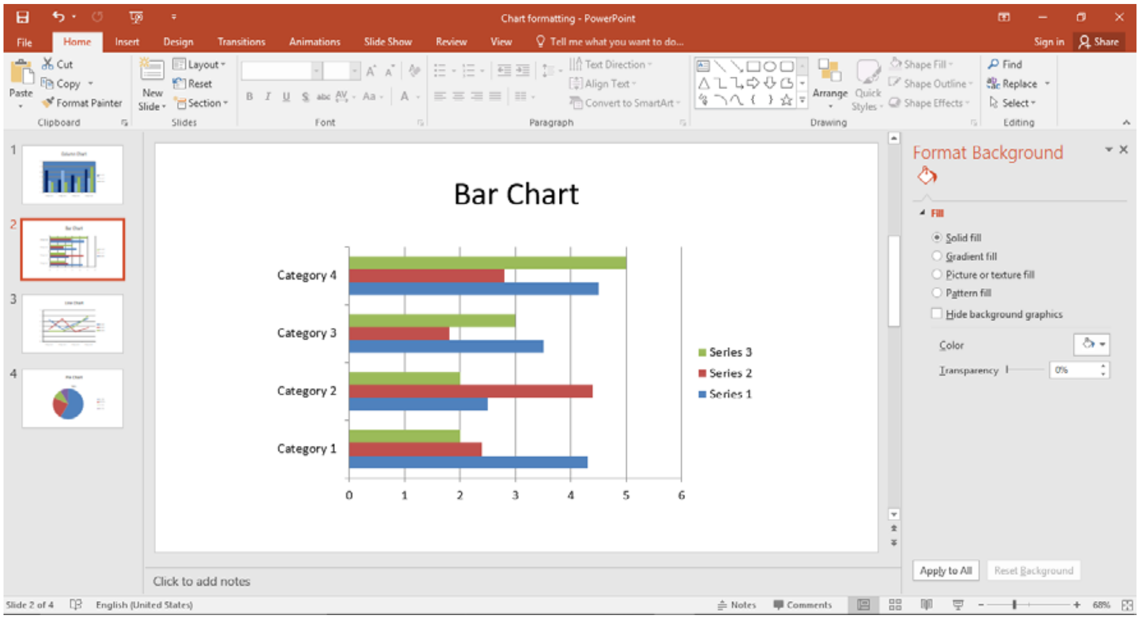


Chart formatting - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Bar Chart
Category 4
Category 3
Category 2
Category 1
0
1
2
3
4
5
6
Series 3
Series 2
Series 1
Format Background
Fill
Solid fill
Gradient fill
Picture or texture fill
Pattern fill
Hide background graphics
Color
Transparency
0%
Apply to All
Reset Background
Click to add notes
Slide 2 of 4
English (United States)
Notes
Comments
68%

- Format this chart to have a different background color and different colored bars.

- Display the third slide containing a Line chart. Format this chart to have a different background color and different colored lines.

- Display the last chart in the presentation containing a pie chart. Format this chart to have a different background color and different colored slices

- Save your changes and close the presentation.

Chart Title Manipulation

- Open a presentation called **Chart Title**. You will see a chart displayed on the screen, which currently does not have a chart title.

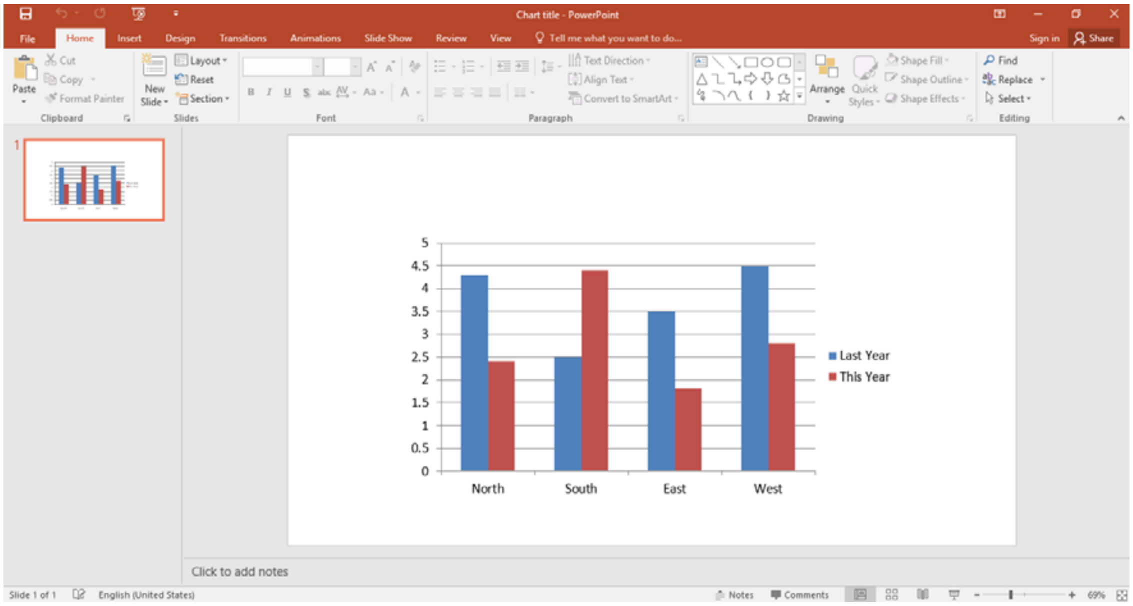


Chart title - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Clipboard
Slides
Font
Paragraph
Drawing
Editing
5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
North
South
East
West
Last Year
This Year
Click to add notes
Slide 1 of 1
English (United States)
Notes
Comments
69%

- Click on the chart to select it. If you do not see the **Chart Tools** ribbon displayed click on the **Chart Tools** tab displayed in your ribbon.

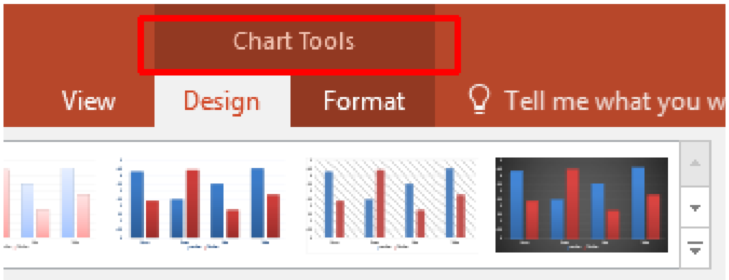


Chart Tools
View
Design
Format
Tell me what you w

- Click on the **Layout** tab and from within the **Chart Layouts** group click on the **Add Chart Elements** button.

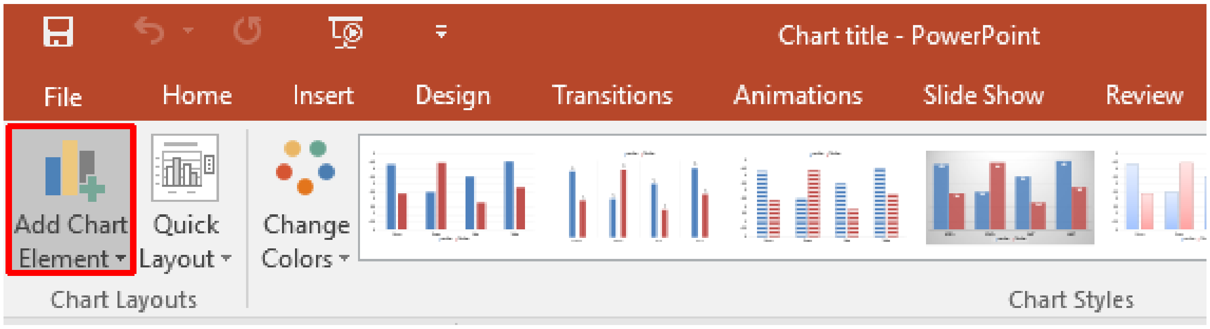


Chart title - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
Add Chart Element
Quick Layout
Change Colors
Chart Layouts
Chart Styles

- This will display a drop down list.

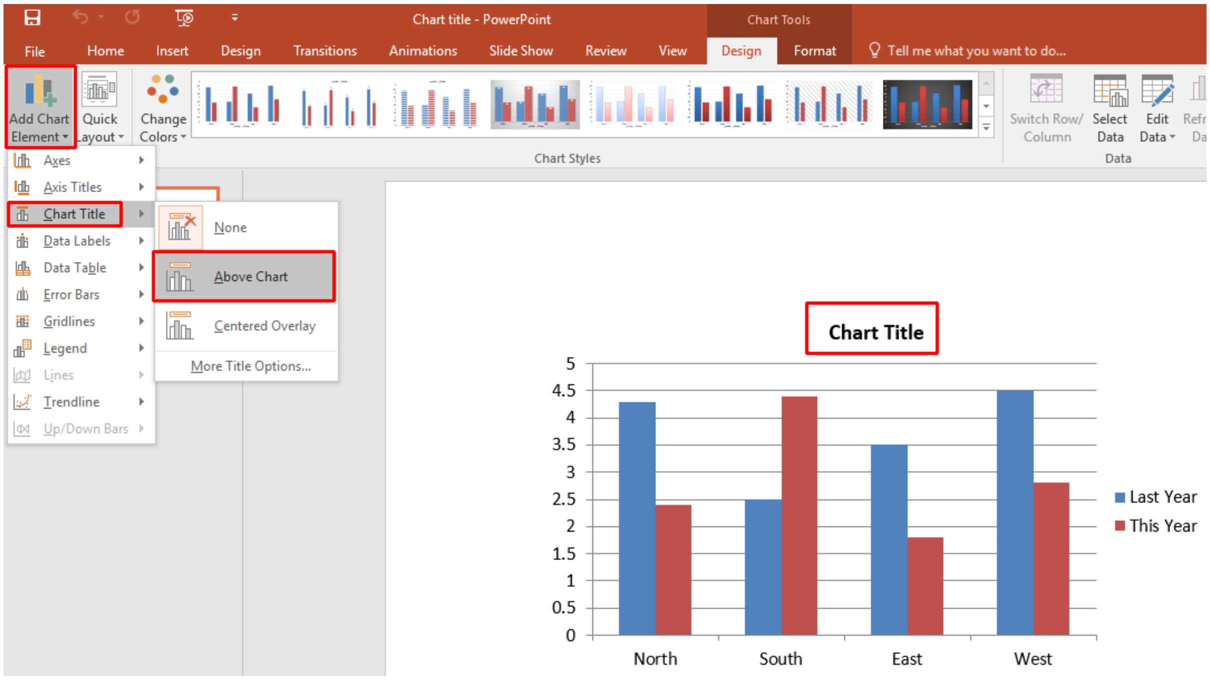


Chart title - PowerPoint
Chart Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Design
Format
Tell me what you want to do...
Add Chart Element
Quick Layout
Change Colors
Chart Styles
Switch Row/ Column
Select Data
Edit Data
Data
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
Above Chart
Centered Overlay
More Title Options...
Chart Title
5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
North
South
East
West
Last Year
This Year

- From the drop down list displayed, click on **Chart Title**, and from the sub-list displayed select **Above Chart**. Your chart will now look like this.

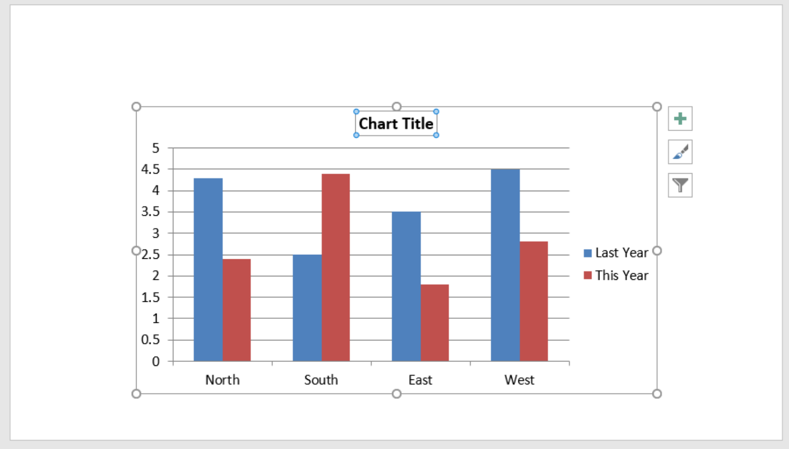


Chart Title
5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
North
South
East
West
Last Year
This Year

- Make sure that the default chart title text as illustrated.

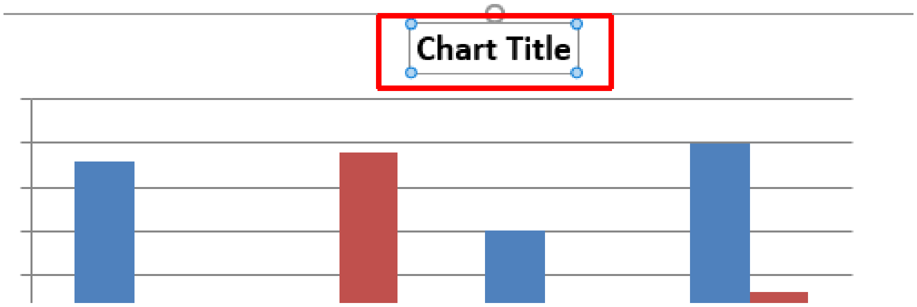
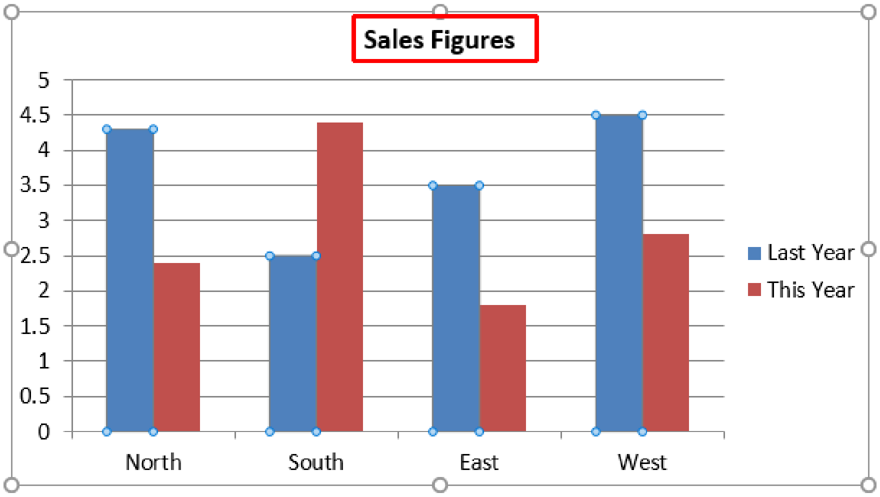


Chart Title

- Type in a new chart title, as illustrated below, using the text '**Sales Figures**'.


Sales Figures
5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
North
South
East
West
Last Year
This Year

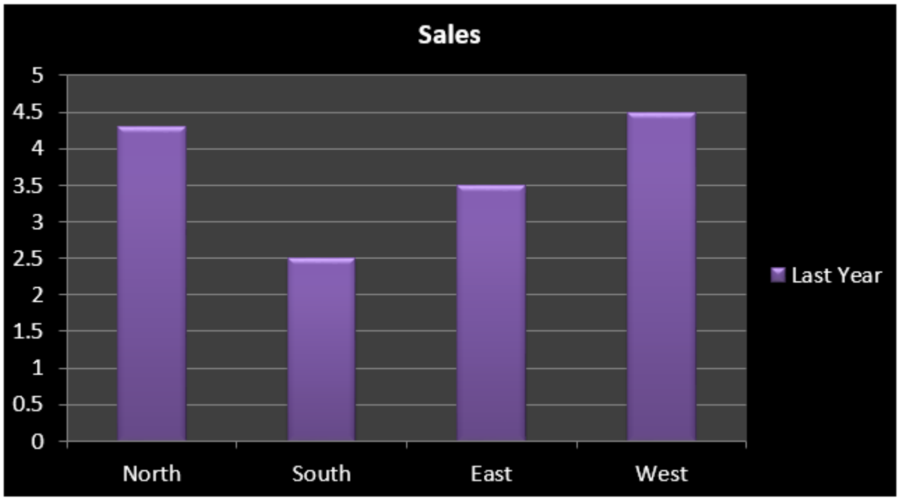
- If you want to move the title, move the mouse pointer to the edge of the title (until the mouse pointer changes to the shape of a cross-hair). While depressing the mouse button drag the title to the desired position and then release the mouse button.

- To delete a chart title, you first need to select it, by clicking on it once, then press the **Del** key to delete it. Try this now. Click on **Undo** to reverse this deletion.

- Save your changes and close the presentation.

Adding data labels to a chart

- Open a presentation called **Data labels**. You will see a chart displayed on the screen, which currently does not have data labels.



- Click on the chart to select it. If you do not see the **Chart Tools** ribbon displayed click on the **Chart Tools** tab displayed in your ribbon.

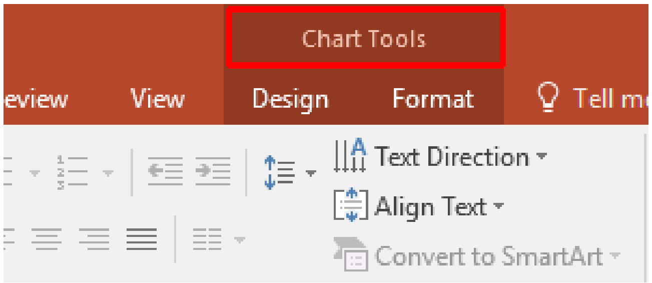
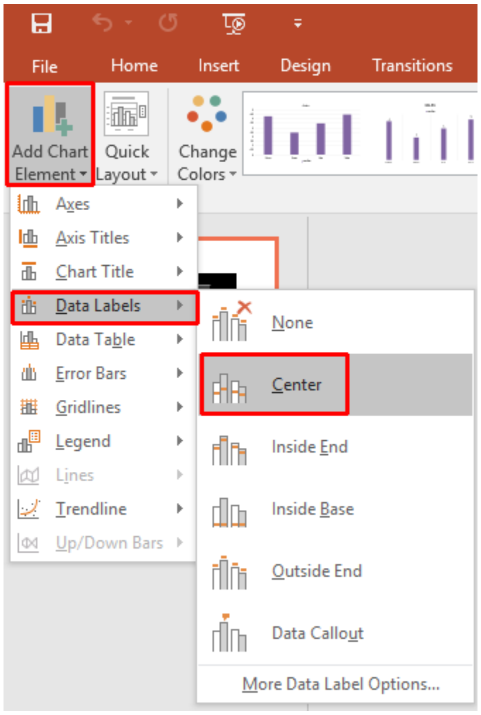
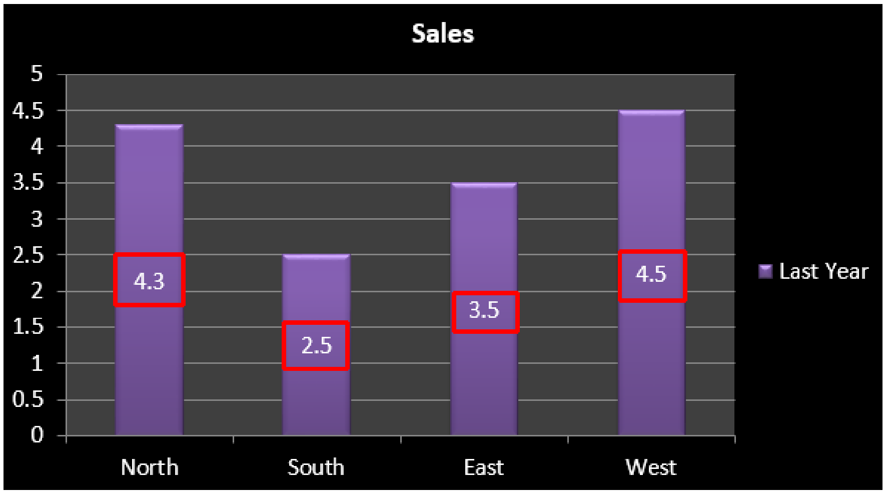


Chart Tools
eview
View
Design
Format
Tell m
Text Direction
Align Text
Convert to SmartArt

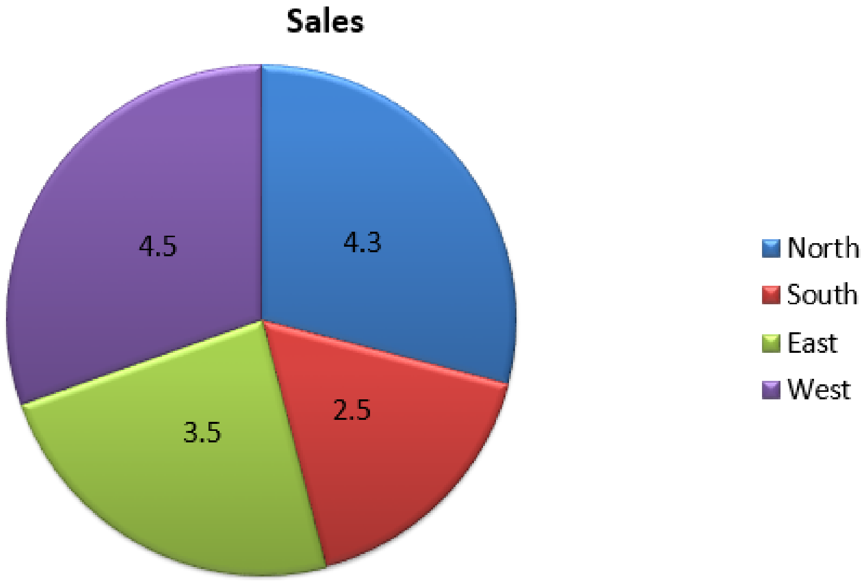
- Click on the **Add Chart Element** button.
- From the drop down select **Data Labels** and from the sub-list displayed select **Centre**.


File
Home
Insert
Design
Transitions
Add Chart Element
Quick Layout
Change Colors
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
None
Center
Inside End
Inside Base
Outside End
Data Callout
More Data Label Options...

- Your chart will now look like this.



- Display the **second** slide within the presentation which contains a pie chart.
- Repeat the steps outlined about to display data labels on the pie chart, as illustrated below.

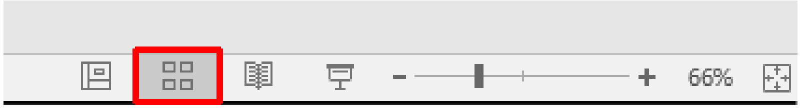


- Save your changes and close the presentation.

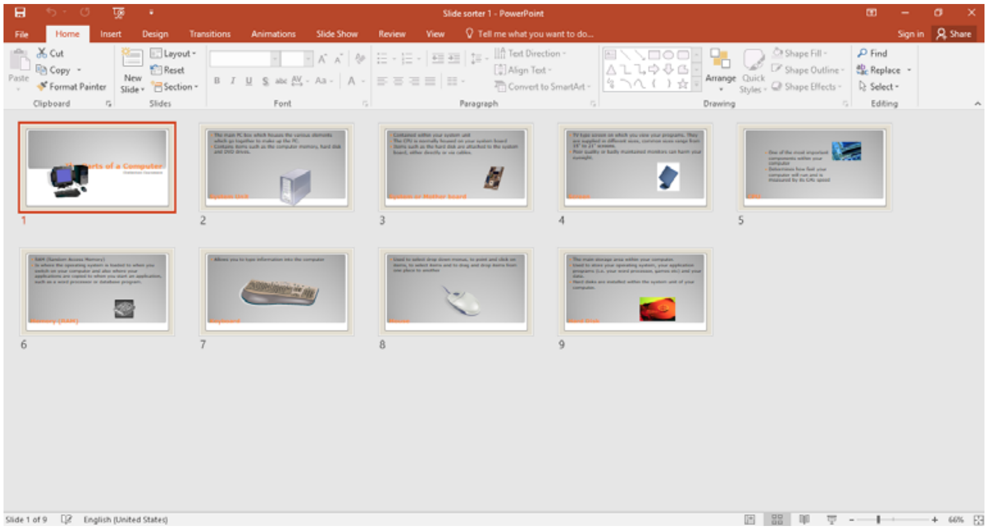
Manipulating slides within PowerPoint 2016

Moving slides within a presentation or between presentations

- Open a presentation called **Slide Sorter 1**.
- Click on the **Slide Sorter** icon, located in the status bar at the bottom-right of your screen.



Your screen will now look like this:


Slide sorter 1 - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
1
2
3
4
5
6
7
8
9
Slide 1 of 9
English (United States)
66%

- To reorder (i.e. move) a slide, first click on a slide to select it. Then press down the mouse button (and keep it held down). Move the mouse pointer to a position between the two slides that you wish to move the selected slide to. Release the mouse button and the selected slide will have moved to the new location within the presentation. Experiment with moving slides.

  TIP: You can select more than one slide at a time by keeping the **Ctrl** key pressed as you click on slides to select them. This allows you to move more than one slide at a time.

Copying slides within a presentation

- Make sure that you have clicked on the **Slide Sorter** icon.

- To copy a slide, first click on a slide to select it. Press down the **Ctrl** key (and keep it pressed down). Press down the mouse button (and keep it held down). Move the mouse pointer to a position between the two slides that you wish to copy the selected slide to. Release the mouse button and the selected slide will have been copied to the new location within the presentation. Experiment with copying slides.

Deleting a slide or slides

- Make sure that you have clicked on the **Slide Sorter** icon.
- Select a slide and press the **Del** key. The selected slide will be deleted.

  TIP: You can select more than one slide at a time by keeping the **Ctrl** key pressed as you click on slides to select them. This allows you to delete more than one slide at a time.

Copying slides between presentations

- You can open two PowerPoint presentations and use the Slide Sorter view to copy or move slides between the presentations.
- Make sure that your **Slide Sorter 1** presentation is displayed in Slide Sorter view.
- Open a second presentation called **Slide Sorter 2**. Display this second presentation in Slide Sorter view.
- Switch back to display the contents of the **Slide Sorter 1** presentation. Select one or more slides and press **Ctrl+C**.

  NOTE: The keyboard shortcut for the Clipboard **Copy** command is **Ctrl+C**. Once copied to the Clipboard we will be able to paste these slides into another presentation.

- Switch back to display the contents of the **Slide Sorter 2** presentation. Click at the location that you wish to insert the copied slides. Press **Ctrl+V** (the keyboard shortcut for pasting items from the Clipboard). You should now see the items that you copied from the original presentation.

Moving slides between presentations

- Switch back to display the contents of the **Slide Sorter 1** presentation. Select one or more slides and press **Ctrl+X**.

  NOTE: The keyboard shortcut for the Clipboard **Cut** command is **Ctrl+X**. Once cut to the Clipboard we will be able to paste these slides into another presentation.

- Switch back to display the contents of the **Slide Sorter 2** presentation. Click at the location that you wish to insert the cut slides. Press **Ctrl+V** (the keyboard shortcut for pasting items from the Clipboard). You should now see the items that you moved from the original presentation.

Save your changes and close your presentations.

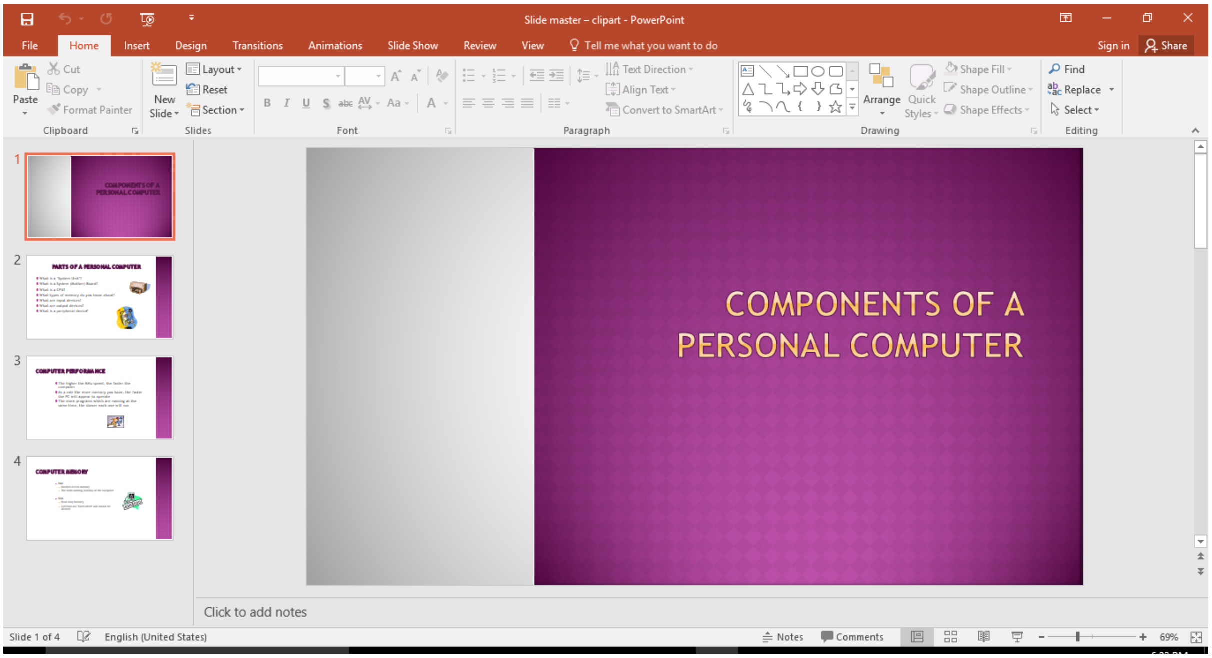
PowerPoint 2016 Slide Masters

What is a slide master?

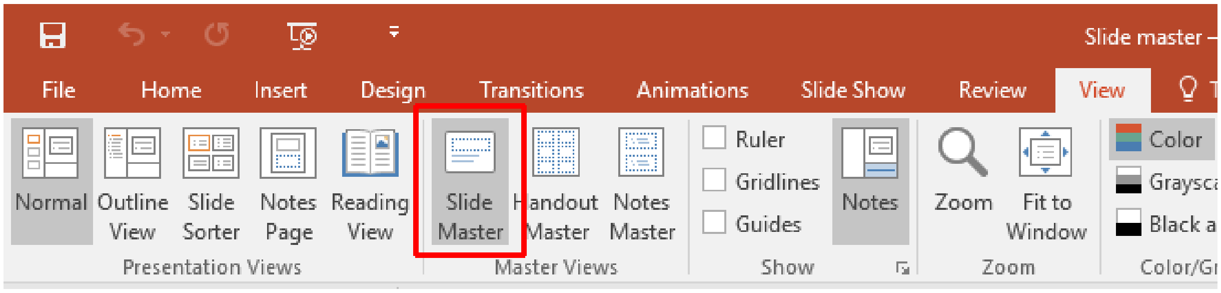
- Slide masters contain the underlying content and formatting information used by a slide within a presentation. You can easily edit your slide masters. If you have a company logo, you could edit the slide master within your presentation so that the logo is embedded within the slides and each time you create a new slide, that slide will automatically display your company logo.

Inserting a picture (clipart) into a master slide

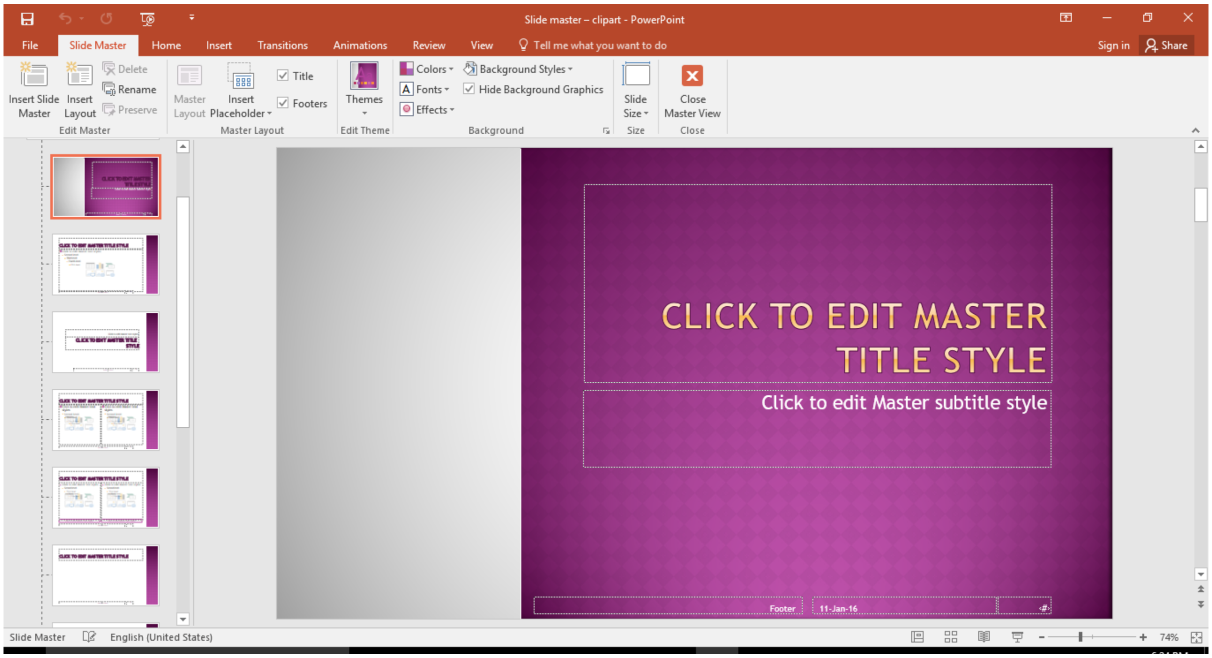
- Open a presentation called **Slide master – clipart**.


Slide master – clipart - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Paragraph
Text Direction
Align Text
Convert to SmartArt
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
COMPONENTS OF A PERSONAL COMPUTER
Click to add notes
Slide 1 of 4
English (United States)
Notes
Comments
69%

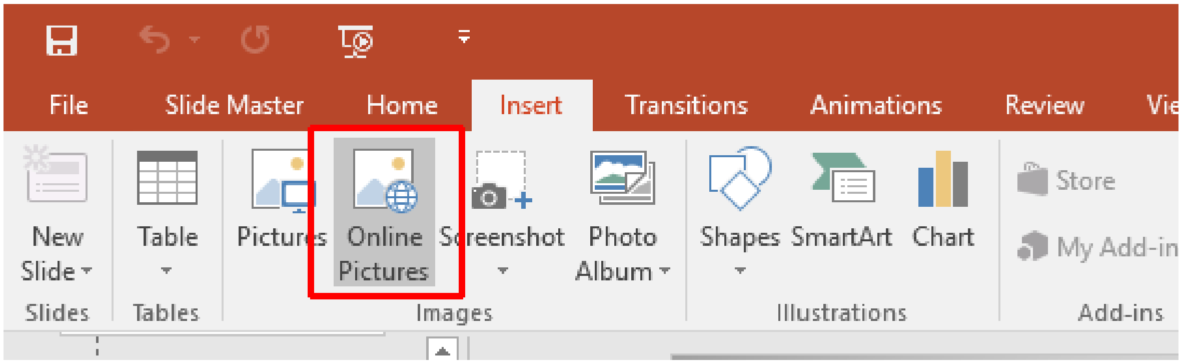
- Click on the **View** tab and from within the **Master Views** section, click on the **Slide Master** icon.


Slide master
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Show
Notes
Zoom
Fit to Window
Zoom
Color
Graysca
Black a
Color/Gr

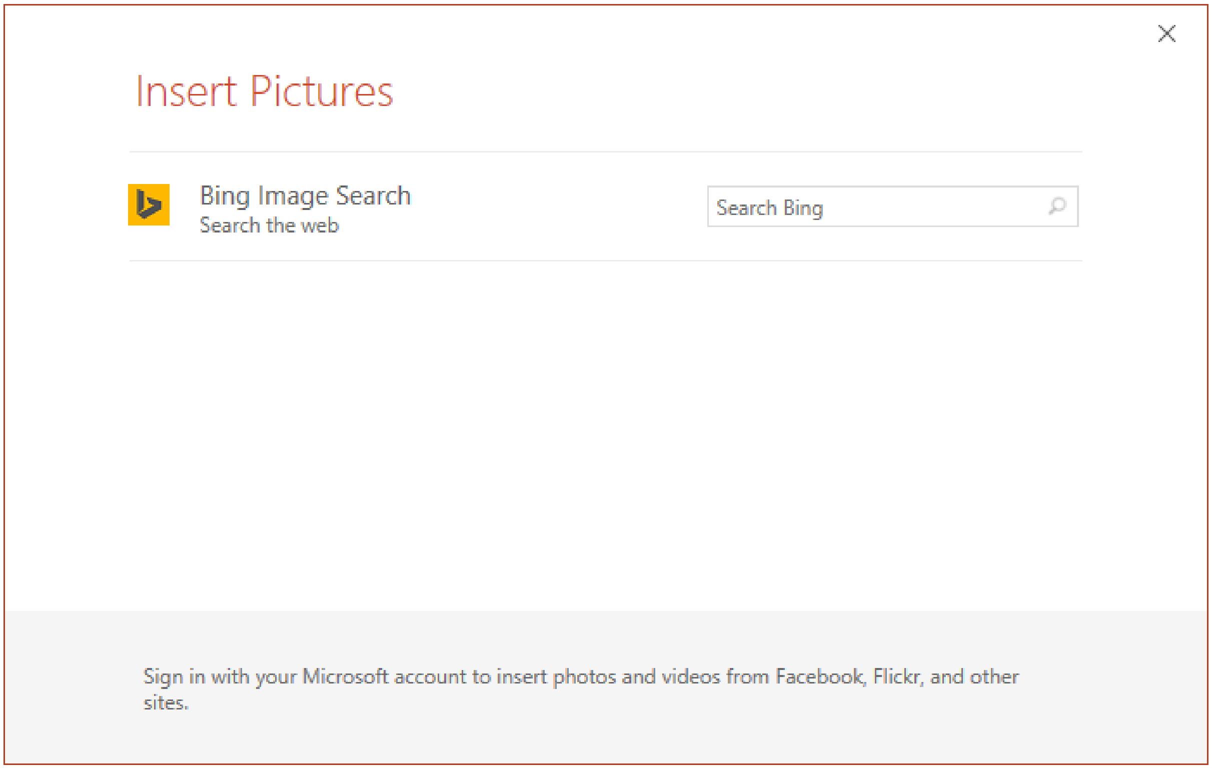
- You will now see the slide master as illustrated below.


Slide master – clipart - PowerPoint
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
CLICK TO EDIT MASTER TITLE STYLE
Click to edit Master subtitle style
Footer
11-Jan-16
Slide Master
English (United States)
74%

- We can now insert a picture. To do this click on the **Insert** tab and from within the **Images** group, click on the **Online Pictures** button.


File
Slide Master
Home
Insert
Transitions
Animations
Review
Vie
New Slide
Slides
Table
Tables
Pictures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations
Store
My Add-in
Add-ins

- This will display the **Insert Pictures** dialog box.

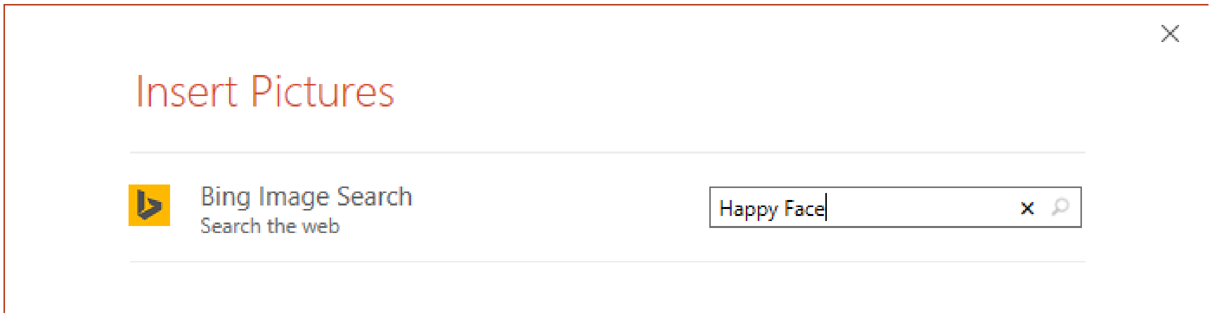


Insert Pictures

Bing Image Search
Search the web

Sign in with your Microsoft account to insert photos and videos from Facebook, Flickr, and other sites.

- Within the search box type in the words **Happy Face**.

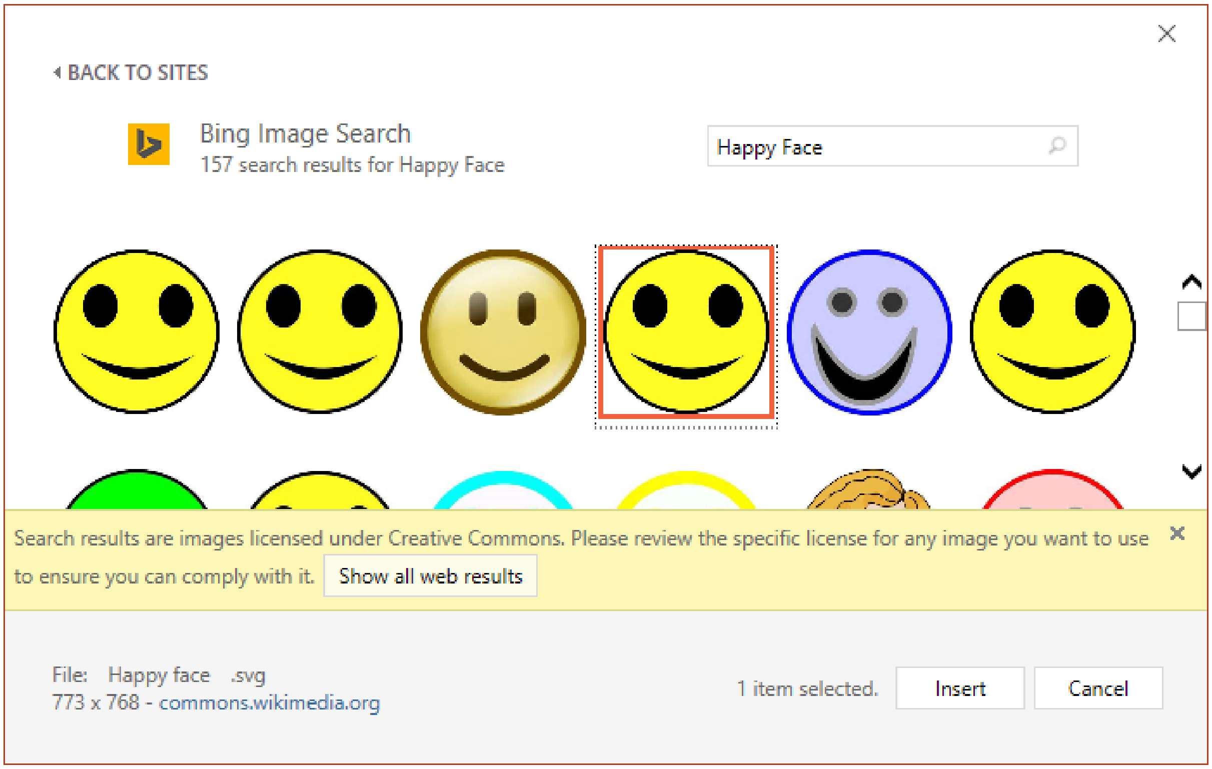


Insert Pictures

Bing Image Search
Search the web

Happy Face

- When you press the **Enter** key you will see items of clip art displayed. Click on a picture to select it, as illustrated.


BACK TO SITES
Bing Image Search
157 search results for Happy Face
Happy Face

Search results are images licensed under Creative Commons. Please review the specific license for any image you want to use to ensure you can comply with it.

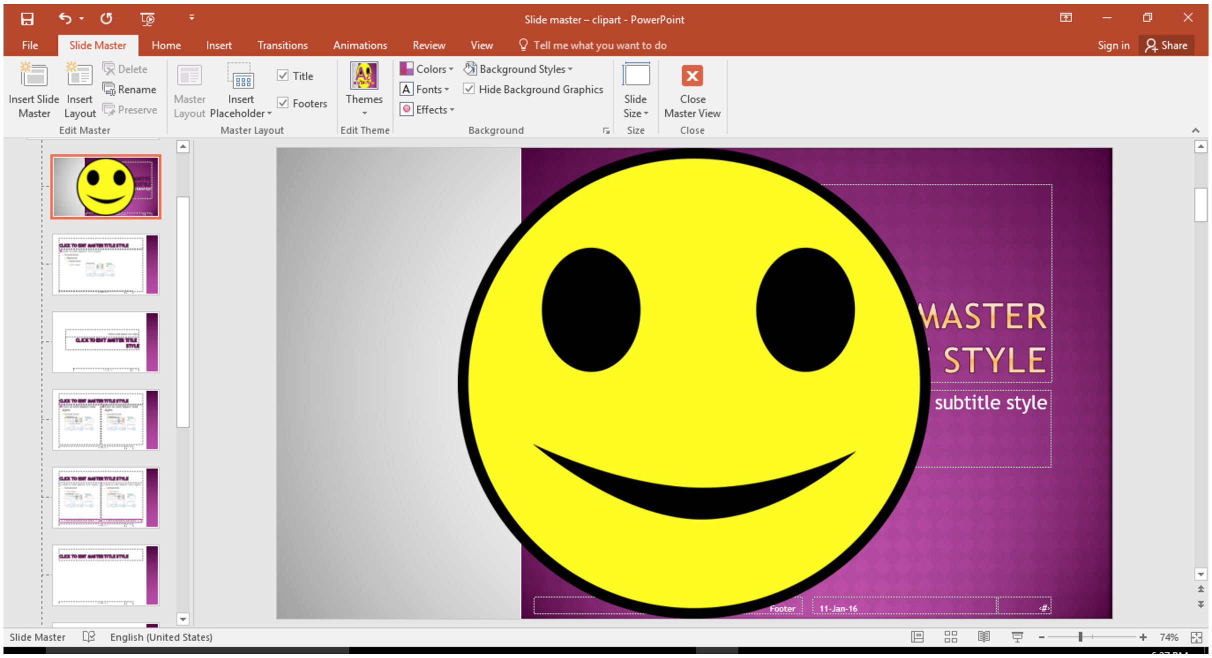
Show all web results

File: Happy face .svg
773 x 768 - commons.wikimedia.org

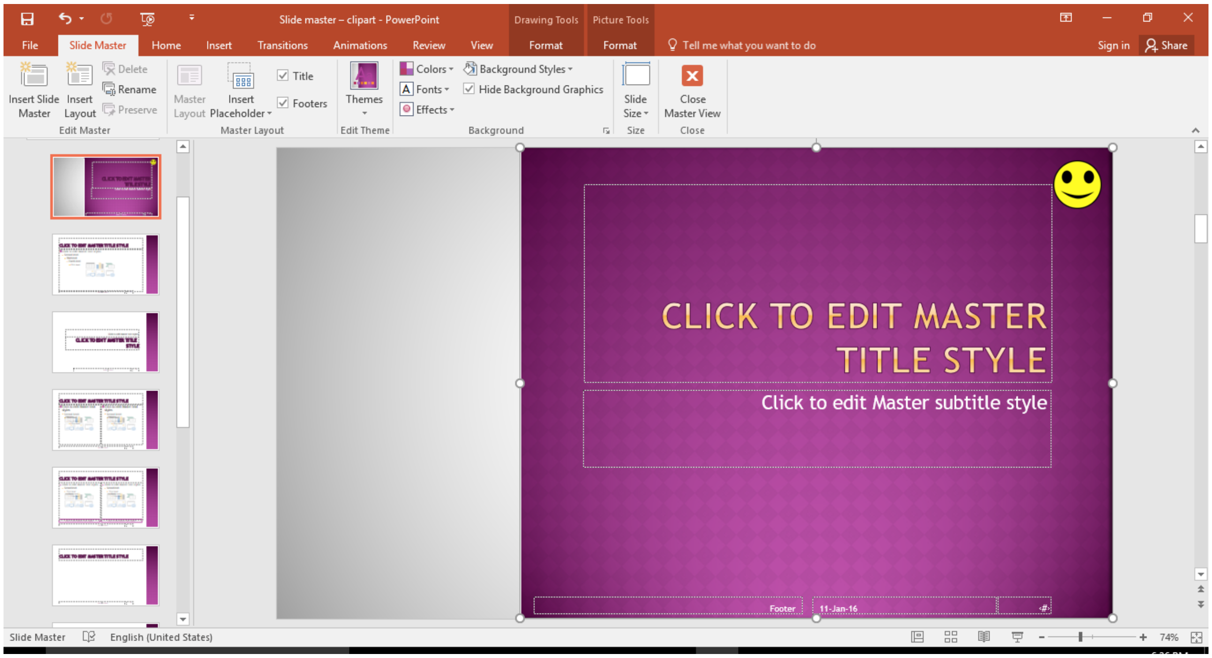
1 item selected.

Insert
Cancel

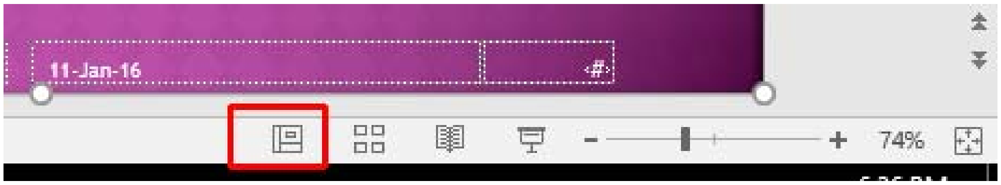
- Click on the **Insert** button to insert the selected picture.
- Resize and move the picture, as illustrated below.


Slide master – clipart - PowerPoint
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
MASTER
STYLE
subtitle style
Footer
11-Jan-16
Slide Master
English (United States)
74%

- You have now added this clip art to the slide master. You may need to resize and reposition the graphic, as illustrated below.


Slide master – clipart - PowerPoint
Drawing Tools
Picture Tools
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Format
Format
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
CLICK TO EDIT MASTER TITLE STYLE
Click to edit Master subtitle style
Footer
11-Jan-16
‹#›
Slide Master
English (United States)
74%

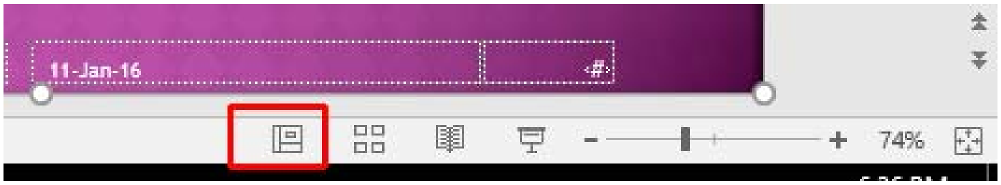
- We can now return to the normal slide view and see the effect of our changes. To do this click on the **Normal** icon (displayed towards the bottom-right of your screen).



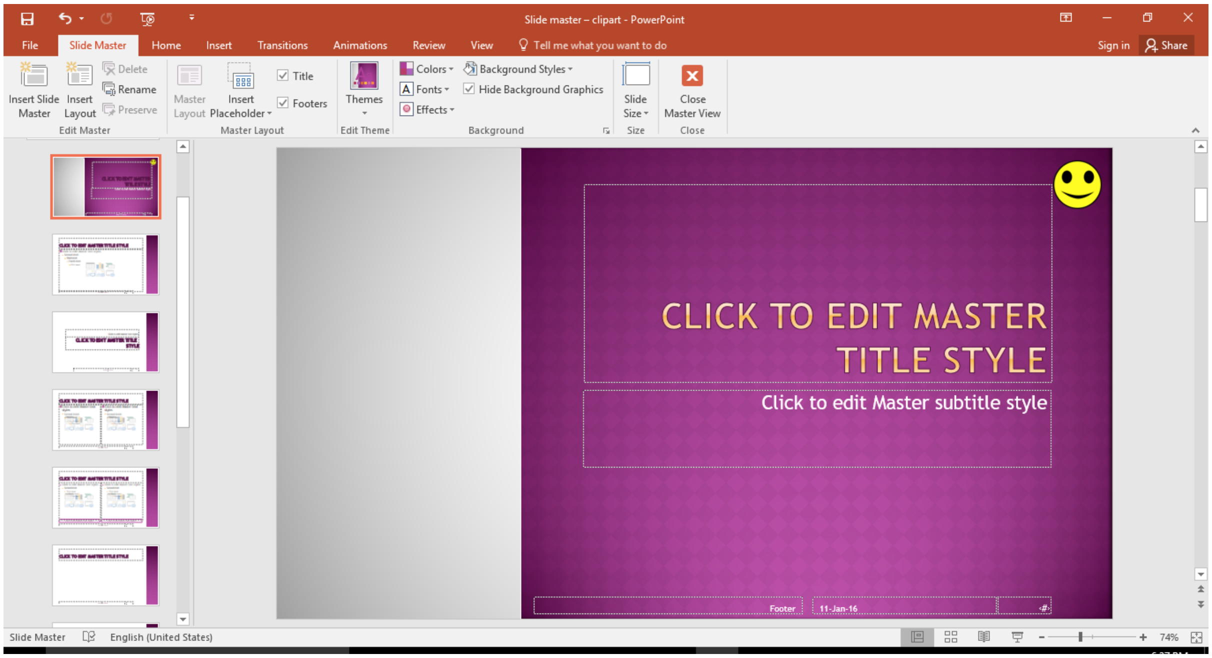
- As you can see the clip art is displayed on the first slide, but not the rest of the slides. This is because there are a number of different slide masters within your presentation. The first slide in the presentation contains a **Title** slide layout, while the rest of the slides have a **Title and Content** slide layout.

- To modify the slide master for the slide using the **Title and Content** slide layout, we first need to redisplay the slide in **Slide Master** layout. To do this we need to reopen the Master Slide view.

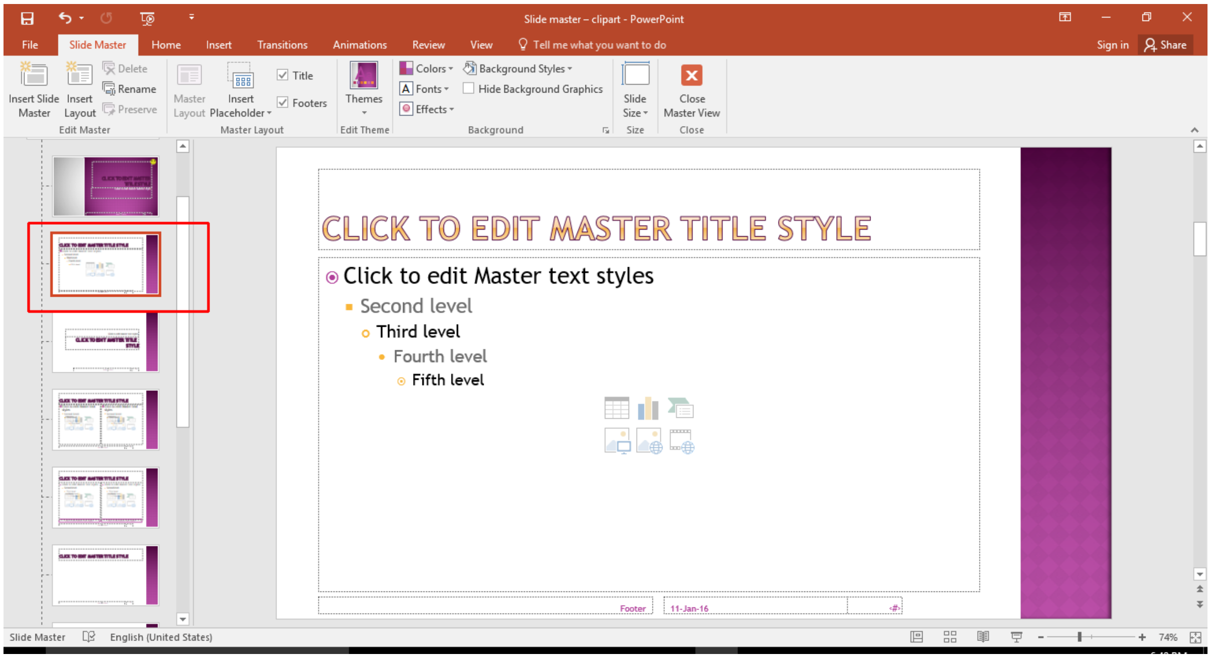
  TIP: There is a shortcut to switch to Master Slide View. While holding down the **Shift** key click on the **Normal** slide icon (at the bottom-right).



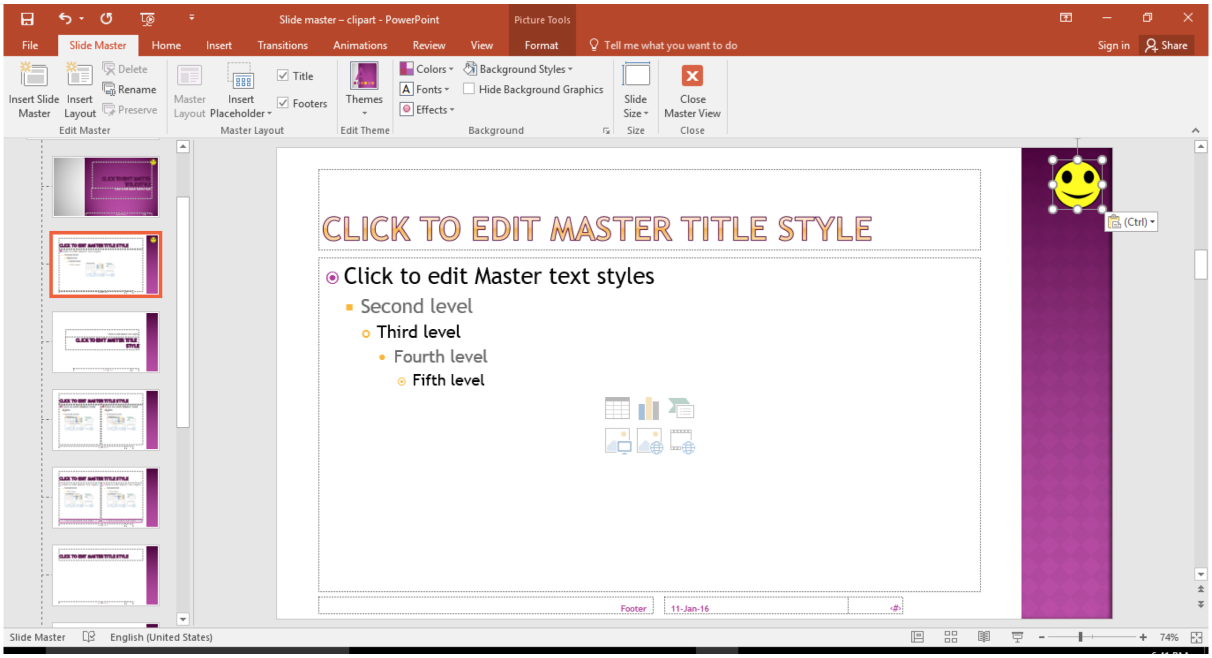
- Your screen will look like this.


Slide master – clipart - PowerPoint
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
CLICK TO EDIT MASTER TITLE STYLE
Click to edit Master subtitle style
Footer
11-Jan-16
‹#›
Slide Master
English (United States)
74%

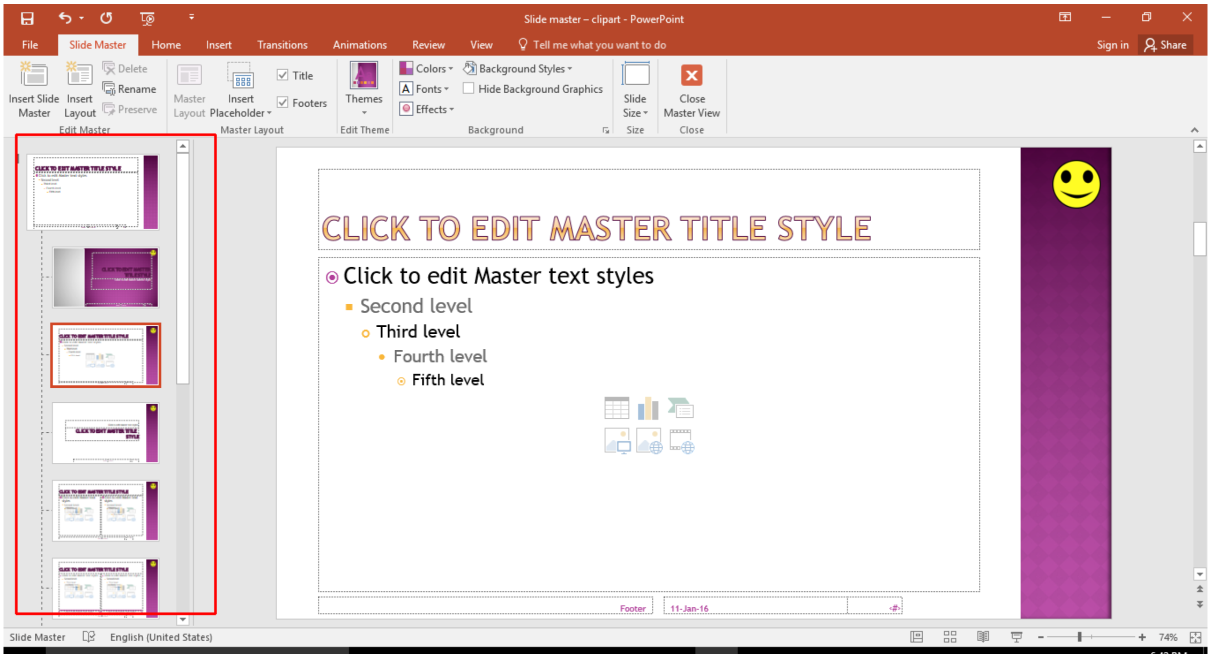
- Click once on the picture you inserted and press **Ctrl+C** to copy the picture to the Clipboard.
- Click on the **Second** thumbnail down within the list displayed down the left side of the screen. This slide master does not display the Happy Face.


Slide master – clipart - PowerPoint
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
CLICK TO EDIT MASTER TITLE STYLE
Click to edit Master text styles
Second level
Third level
Fourth level
Fifth level
Footer
11-Jan-16
‹#›
Slide Master
English (United States)
74%

- Press **Ctrl+V** to paste the picture from the Clipboard.


Slide master – clipart - PowerPoint
Picture Tools
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Format
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
(Ctrl)
CLICK TO EDIT MASTER TITLE STYLE
Click to edit Master text styles
Second level
Third level
Fourth level
Fifth level
Footer
11-Jan-16
‹#›
Slide Master
English (United States)
74%

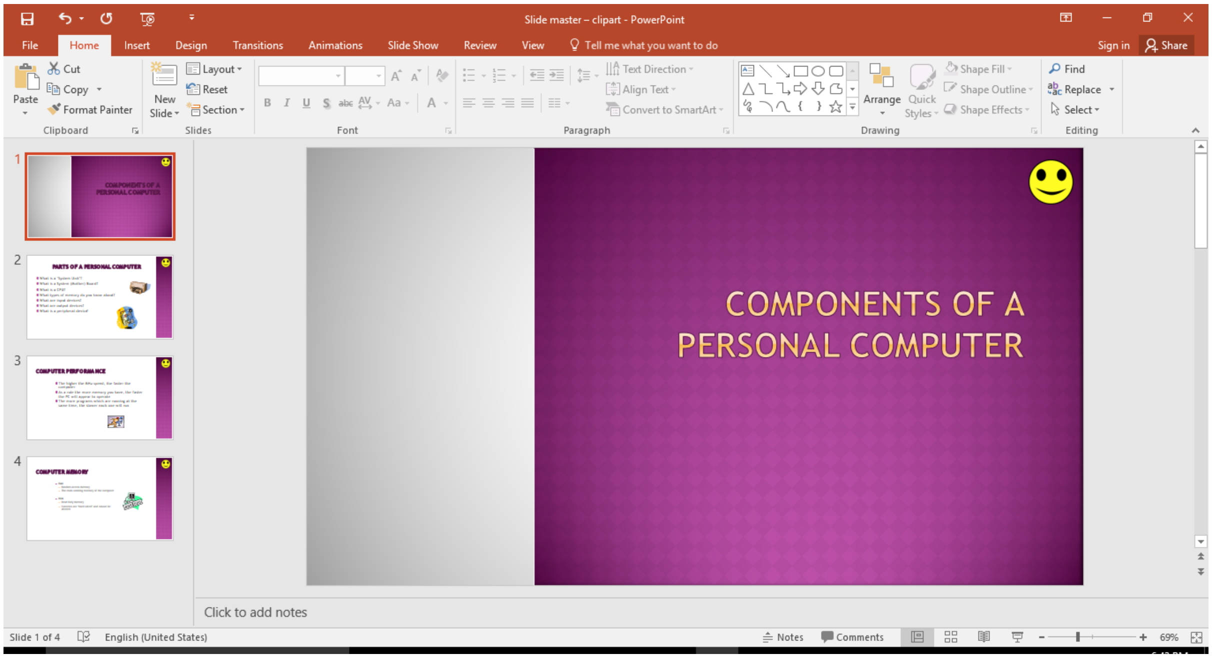
- Repeat this procedure and paste the graphic onto every slide master.


Slide master – clipart - PowerPoint
File
Slide Master
Home
Insert
Transitions
Animations
Review
View
Tell me what you want to do
Sign in
Share
Insert Slide Master
Insert Layout
Delete
Rename
Preserve
Edit Master
Master Layout
Insert Placeholder
Title
Footers
Master Layout
Themes
Edit Theme
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slide Size
Size
Close Master View
Close
Footer
11-Jan-16
Slide Master
English (United States)
74%

CLICK TO EDIT MASTER TITLE STYLE

- Click to edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

- Change back to the **Normal** slide view and you will see the item of clip art at the top-right corner of all slides using the **Title and Content** slide layout.
- View each slide and you will see that they all now display your picture.


Slide master – clipart - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
1
2
3
4
Click to add notes
Slide 1 of 4
English (United States)
Notes
Comments
69%

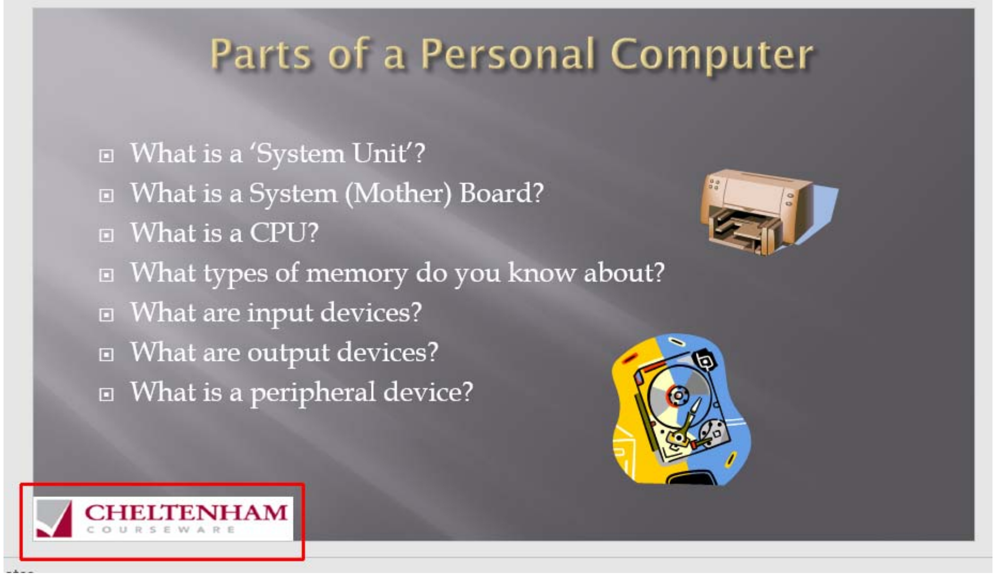
COMPONENTS OF A PERSONAL COMPUTER

- Save your changes and close the presentation.

TIP: You can insert other type of graphics into your slide master, such as Pictures stored on your hard disk, or shapes.

Removing a picture or shape from a master slide

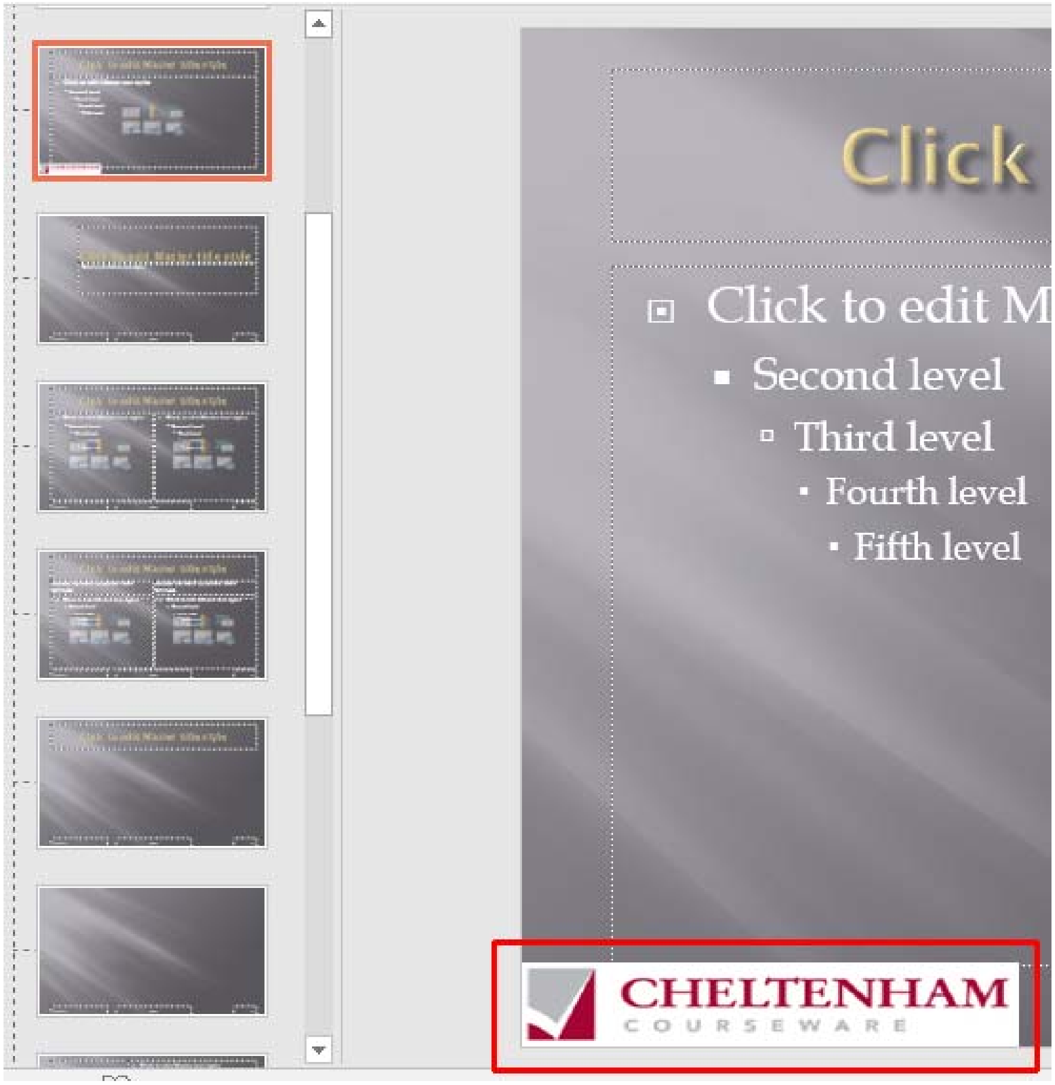
- Open a presentation called **Remove from master**. This presentation, contains a logo at the bottom-left of each slide, which is actually inserted into the Slide Master.



Parts of a Personal Computer

- What is a 'System Unit'?
- What is a System (Mother) Board?
- What is a CPU?
- What types of memory do you know about?
- What are input devices?
- What are output devices?
- What is a peripheral device?

- Switch to Slide Master view by holding down the **Shift** key and clicking on the **Normal** slide icon (at the bottom-right).
- You will now see the slide master displayed on your screen. The slide master contains a logo at the bottom-left of the slide. Select this logo, as illustrated below.

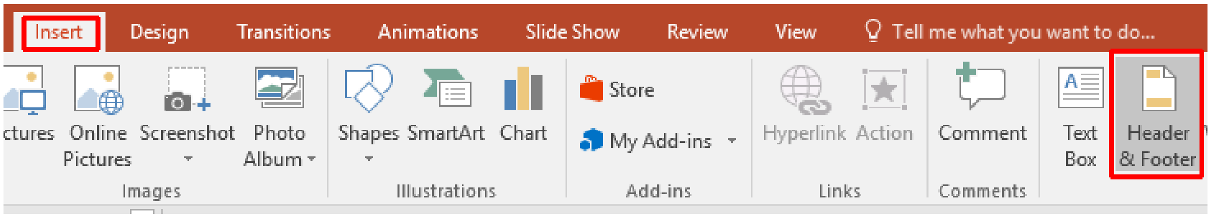

Click
Click to edit M
Second level
Third level
Fourth level
Fifth level
CHELTENHAM
COURSEWARE

- Press the **Del** key to remove the logo.
- Switch back to the **Normal** slide view and the logo is gone.
- Save your changes and close the presentation.

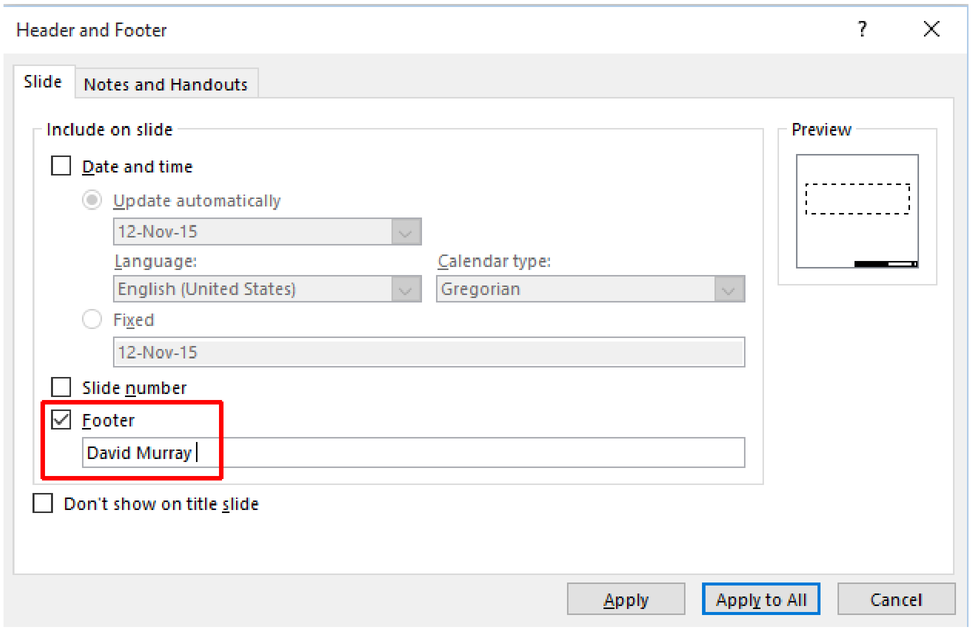
Headers, footers and slide numbering

Creating a footer

- Open a presentation called **Footers**.
- To insert a footer, click on the **Insert** tab and from within the **Text** group, click on the **Header & Footer** button.


Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
ctures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations
Store
My Add-ins
Add-ins
Hyperlink
Action
Links
Comment
Comments
Text Box
Header & Footer

- This will display the **Header and Footer** dialog box. Click on the **Footer** check box and type in a footer (in this case type in **your name** or the name of your **company/organization**.


Header and Footer
?
Slide
Notes and Handouts
Preview
Apply
Apply to All
Cancel

Include on slide

☐ Date and time

○ Update automatically

12-Nov-15

Language: English (United States)

Calendar type: Gregorian

○ Fixed

12-Nov-15

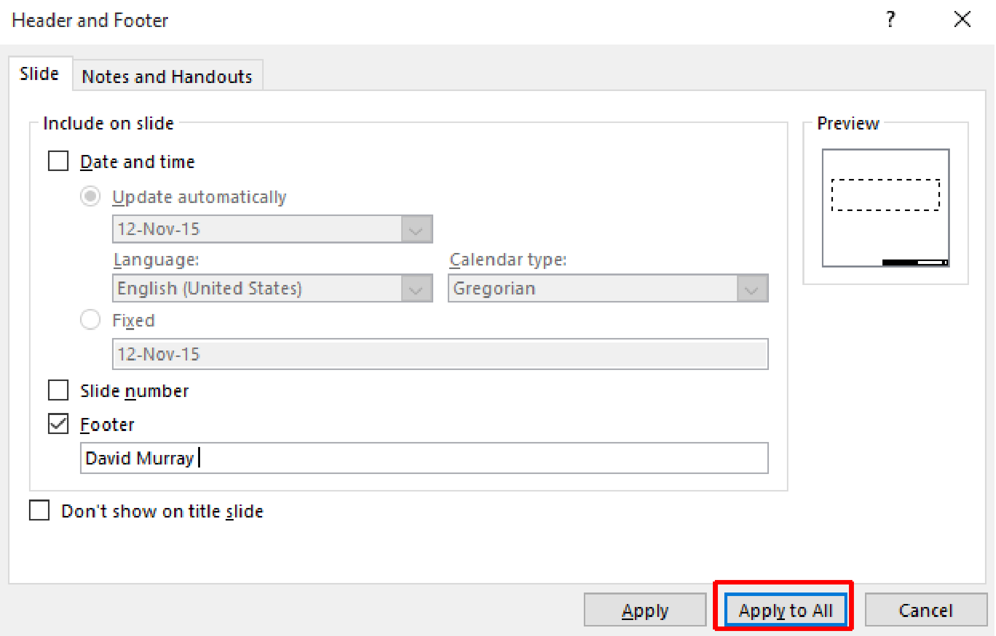
☐ Slide number

☑ Footer

David Murray

☐ Don't show on title slide

- If you just want to apply the footer to the current slide you would click on the **Apply** button. In this case we want to apply the footer to all the slides, so click on the **Apply to All** button.



Header and Footer

Slide | Notes and Handouts

Include on slide

☐ Date and time

○ Update automatically

12-Nov-15

Language: English (United States)

Calendar type: Gregorian

○ Fixed

12-Nov-15

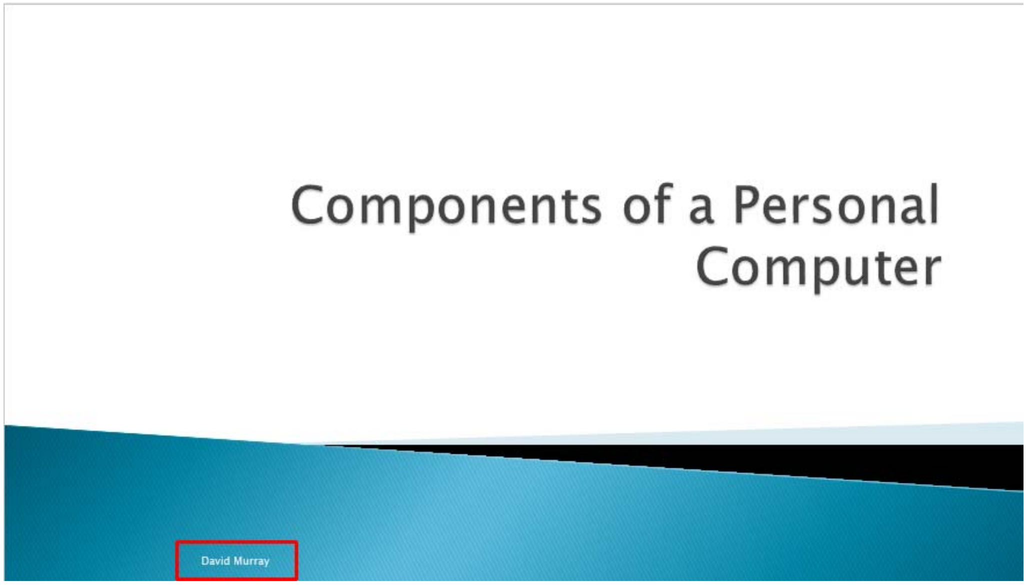
☐ Slide number

☑ Footer

David Murray

☐ Don't show on title slide

- You will now see the footer displayed on all your slides.



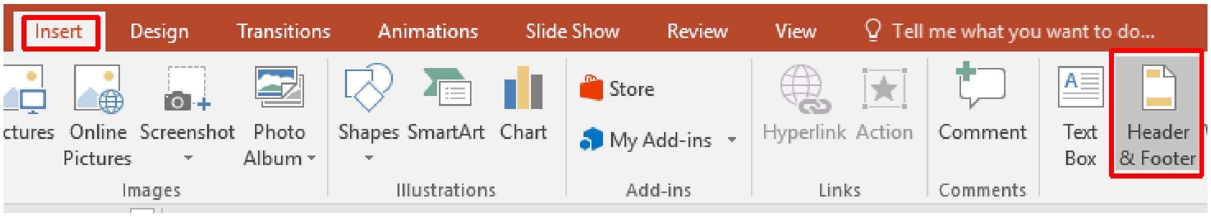
Components of a Personal Computer

David Murray

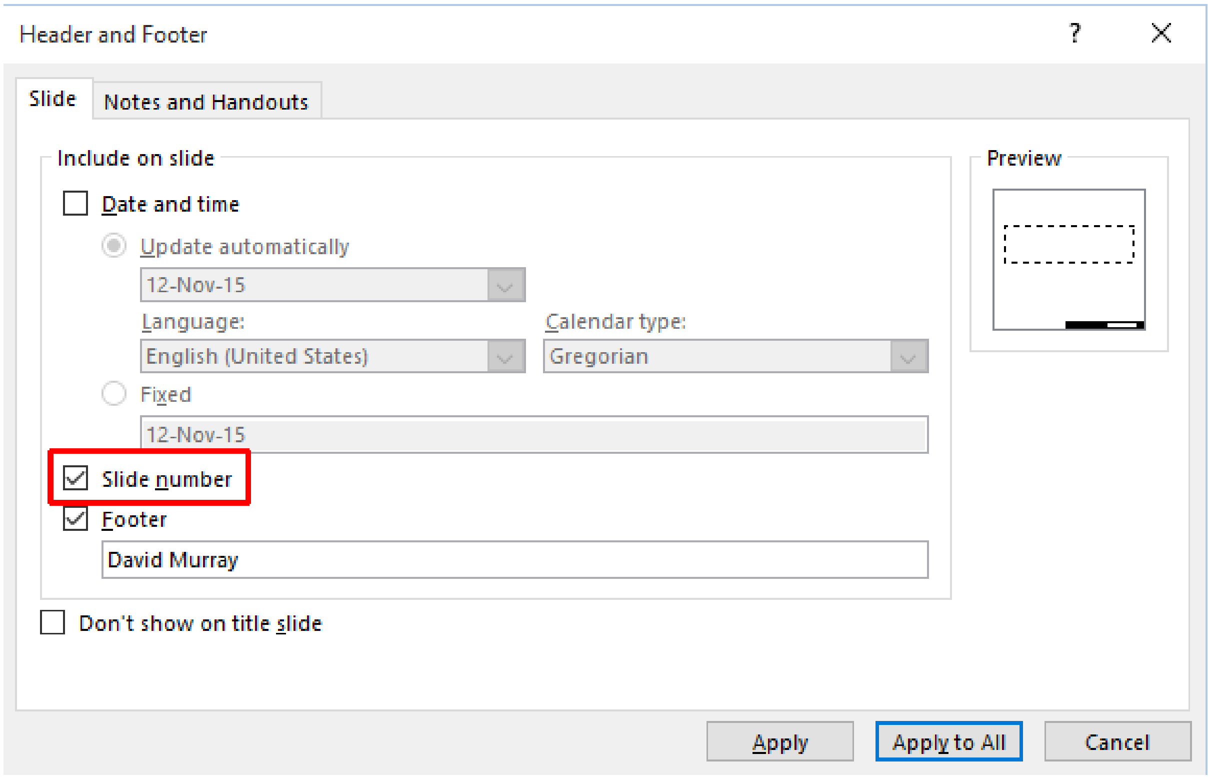
- Check that the footer is displayed on each slide.

Automatic slide numbering

- To insert automatic slide numbering within your footer first click on the **Insert** tab and from within the **Text** section, click on the **Header & Footer** button.


Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
ctures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations
Store
My Add-ins
Add-ins
Hyperlink
Action
Links
Comment
Comments
Text Box
Header & Footer

- This will display the **Header and Footer** dialog box.
- Click on the **Slide number** check box.


Header and Footer
?
Slide
Notes and Handouts
Preview

Include on slide

☐ Date and time

● Update automatically

12-Nov-15

Language: English (United States)

Calendar type: Gregorian

○ Fixed

12-Nov-15

☑ Slide number

☑ Footer

David Murray

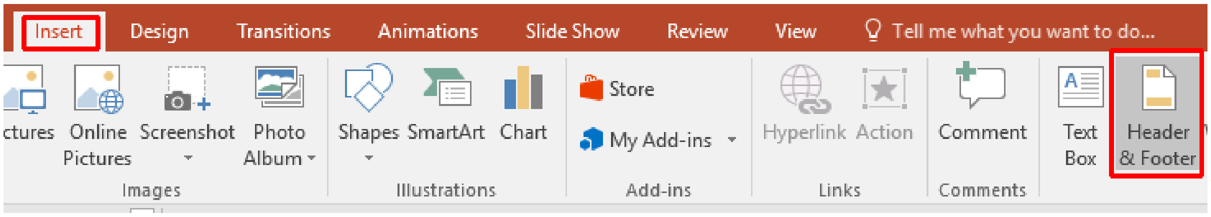
☐ Don't show on title slide

Apply
Apply to All
Cancel

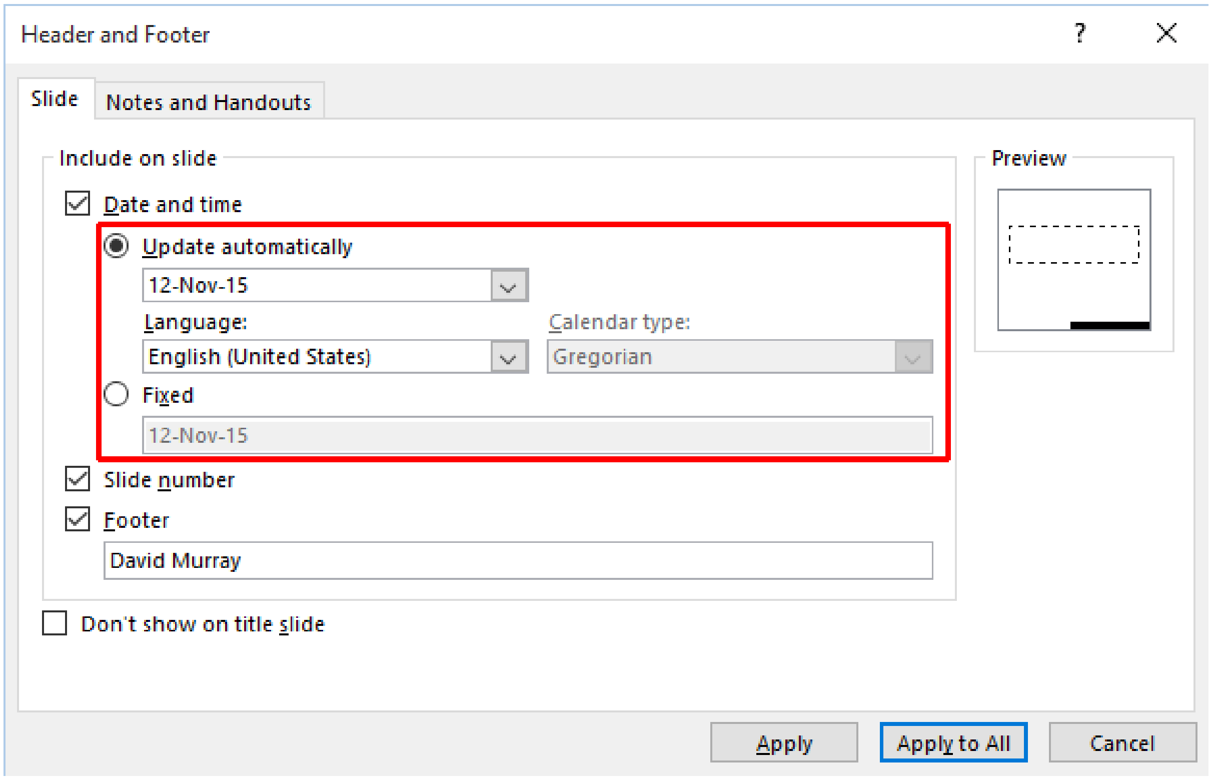
- If you just want to apply the slide numbering to the current slide you would click on the **Apply** button. In this case we want to apply the numbering to all the slides, so click on the **Apply to All** button. You will now see the slide numbering displayed on all your slides.

Inserting dates into the footer

- To insert the date into a footer first click on the **Insert** tab and from within the **Text** section, click on the **Header & Footer** button.


Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
ctures
Online Pictures
Screenshot
Photo Album
Images
Shapes
SmartArt
Chart
Illustrations
Store
My Add-ins
Add-ins
Hyperlink
Action
Links
Comment
Comments
Text Box
Header & Footer

- This will display the **Header and Footer** dialog box. Click on the **Date and time** check box. The date and time options will now be activated, as illustrated.


Header and Footer

Slide | Notes and Handouts

Include on slide

☑ Date and time

● Update automatically

12-Nov-15

Language: English (United States)

Calendar type: Gregorian

○ Fixed

12-Nov-15

☑ Slide number

☑ Footer

David Murray

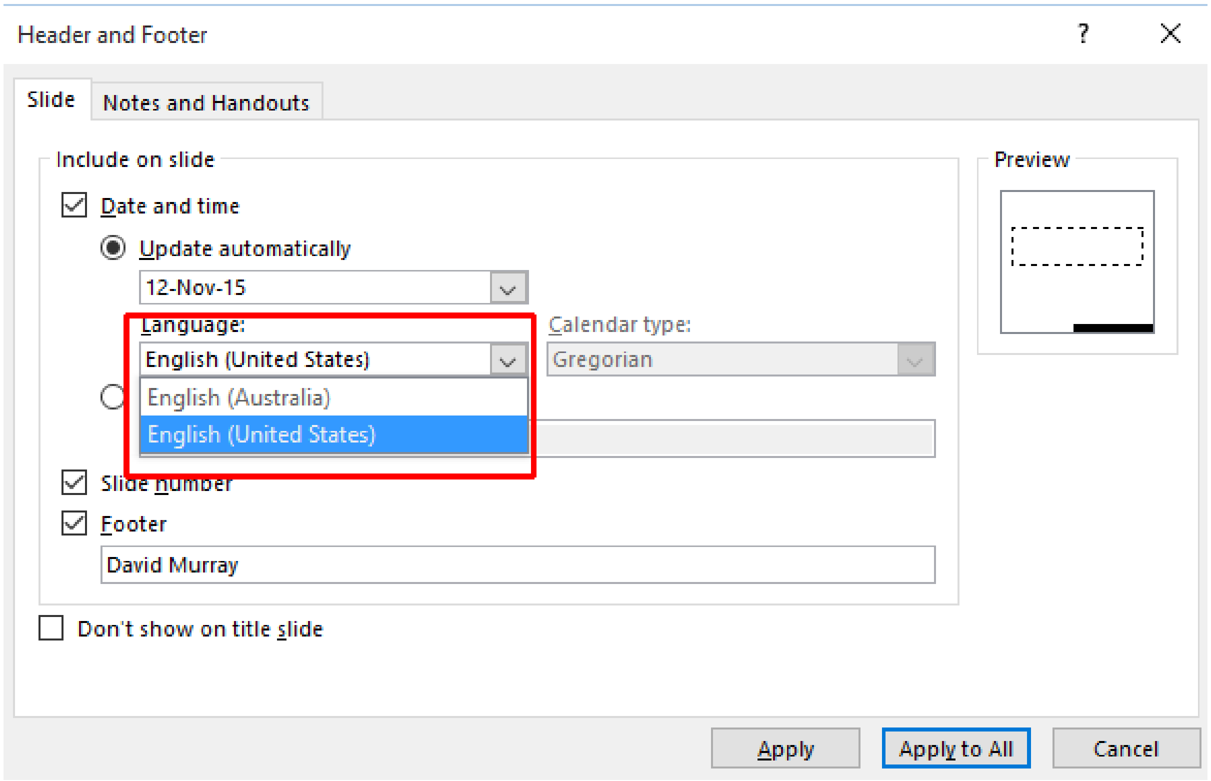
☐ Don't show on title slide

Preview
Apply
Apply to All
Cancel

- If you just want to apply the date to the current slide you would click on the **Apply** button. In this case we want to apply the date to all the slides, so click on the **Apply to All** button. You will now see the date displayed on all your slides.

- **NOTE**: If you set the **Update automatically** option, then each time you open the presentation, the current date will be displayed. If you select the **Fixed** option, then today's date will be inserted and still be displayed as today's date, even if you close the presentation and re-open the presentation at a later date. In this case select the **Update automatically** option.

- You can set the language to be used by the date, by clicking on the **down arrow** next to the **Language** section.



Header and Footer

Slide | Notes and Handouts

Include on slide

☑ Date and time

● Update automatically

12-Nov-15

Language: English (United States)

English (Australia)

English (United States)

Calendar type: Gregorian

○

☑ Slide number

☑ Footer

David Murray

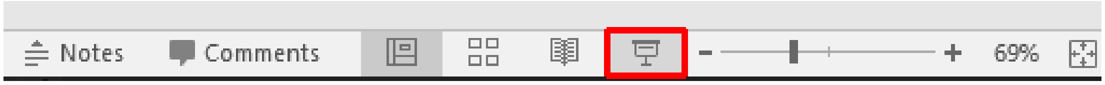
☐ Don't show on title slide

- Save your changes and close the presentation.

PowerPoint 2016 Slide Shows

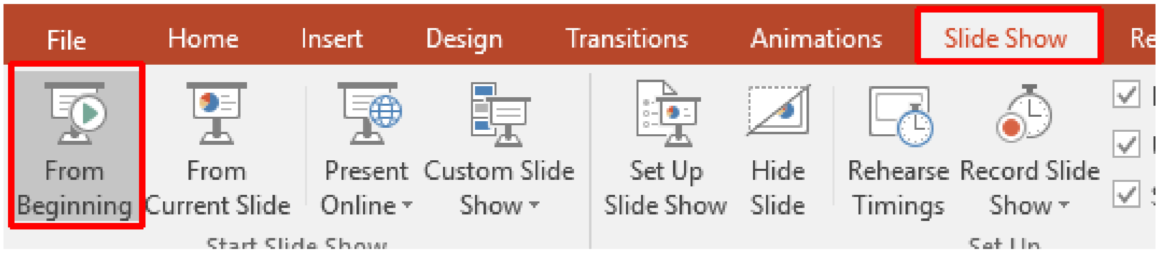
Running a slide show

- Open a presentation called **Slideshow**.
- If you look at the bottom right of your screen you will see the **Slide Show** icon.


Notes
Comments
69%

- Click on the **Slide Show** icon and you will start the slide show running.

  NOTE: When using the **Slide Show** icon, it starts the slide show on whichever slide is selected, not at the beginning of the slide show. To start a slide show from the first slide, regardless of which slide is currently displayed, click on the **Slide Show** tab, and from within the **Start Slide Show** section, click on the **From Beginning** icon.


File
Home
Insert
Design
Transitions
Animations
Slide Show
From Beginning
From Current Slide
Present Online
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
Set Up

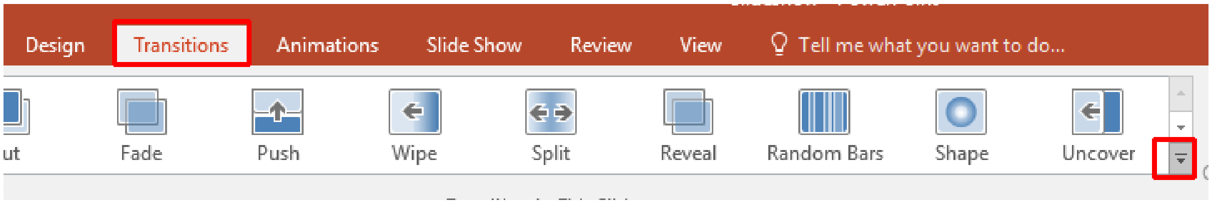
- Each time you click the mouse button the show advances forward one slide.

  TIP: To advance to the next slide using the keyboard press the **Down arrow** key, the **Enter** key or the **Spacebar** key. To go back to the previous slide, press the **Up Arrow** key.

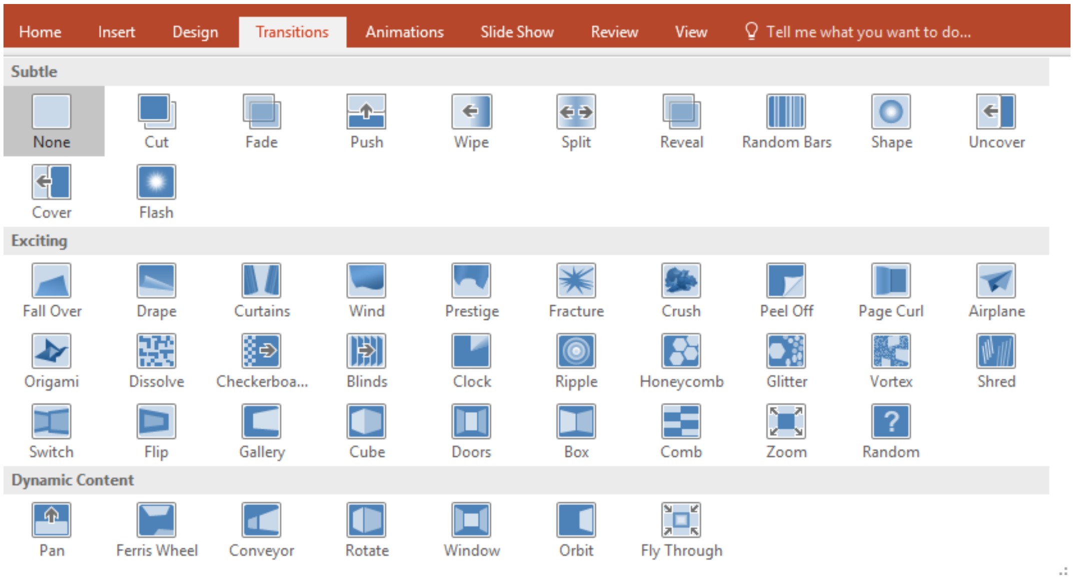
- If necessary, press the **Esc** key to end the slide show.

Adding slide show transition effects

- Display the first slide within your presentation.
- You can add special effects that will be displayed as you move from slide to slide within a PowerPoint Slide Show presentation. To do this click on the **Transitions** tab. Click on the **down arrow** (called the **More** control) within the **Transition to This Slide** section.


Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
ut
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover

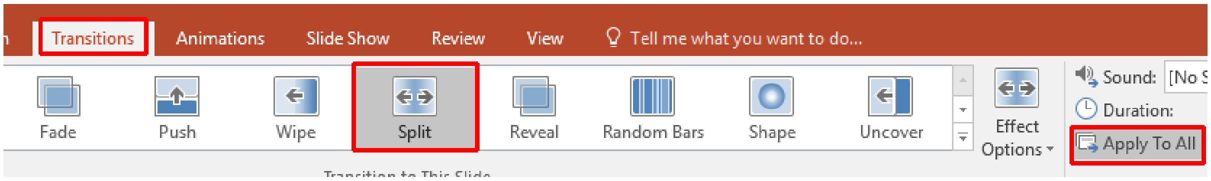
- You will see a drop down displaying the available transitions.


Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Subtle
None
Cut
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover
Cover
Flash
Exciting
Fall Over
Drape
Curtains
Wind
Prestige
Fracture
Crush
Peel Off
Page Curl
Airplane
Origami
Dissolve
Checkerboa...
Blinds
Clock
Ripple
Honeycomb
Glitter
Vortex
Shred
Switch
Flip
Gallery
Cube
Doors
Box
Comb
Zoom
Random
Dynamic Content
Pan
Ferris Wheel
Conveyor
Rotate
Window
Orbit
Fly Through

- Click on a transition effect option you will see a preview of the transition effect within the slide.
- Apply a transition effect of your choice by clicking on a transition within the drop down list.
- Run the slide show by clicking on the **Slide Show** icon (towards the bottom-right of your screen).

  As you will see the transition effect was only applied to the first slide (i.e. the slide that was displayed when you applied the transition effect).

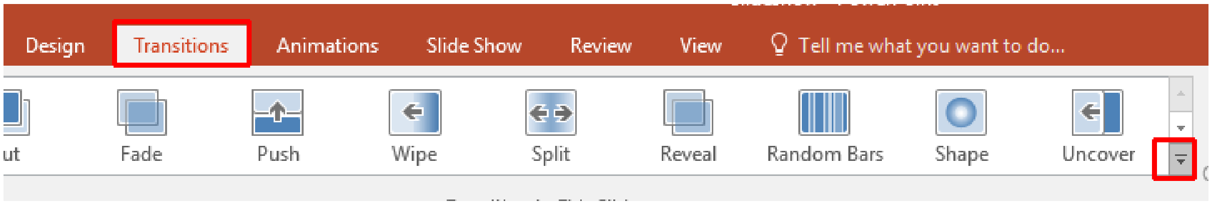
- If necessary, press the **Esc** key to end the slide show.
- Display the first slide again. Select a different slide transition effect and then click on the **Apply to All** button (displayed within the **Transitions** tab).


Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover
Effect Options
Sound: [No S
Duration:
Apply To All

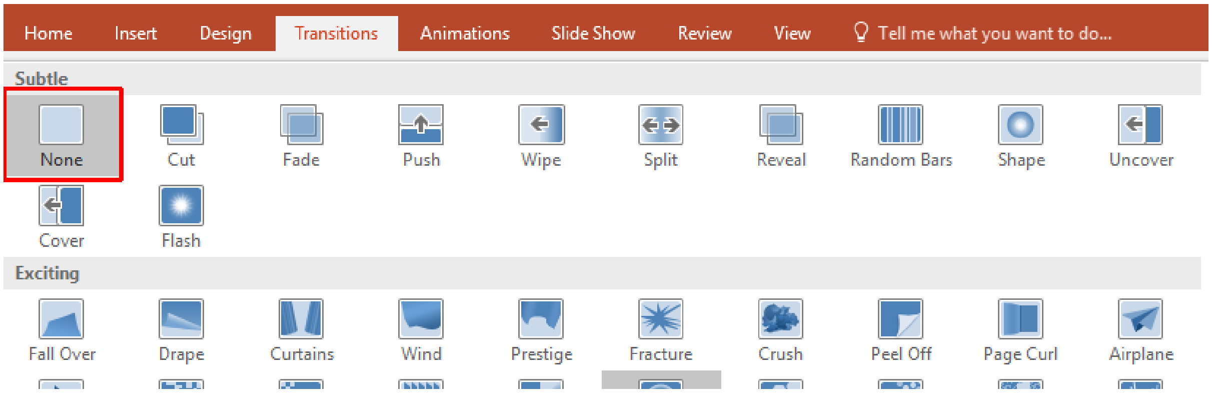
- Re-run the slide show. You will now find that the slide transition effect is applied to all the slides within the presentation.
- Save your changes and close the presentation.

Removing transition effects

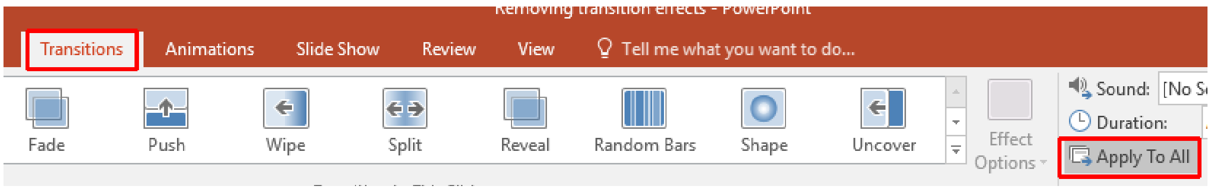
- Open the presentation called **Removing transition effects**. This presentation contains transitions effects that have been applied to each slide within the presentation.
- Click on the **Slide Show** icon (toward the bottom-right of the screen) and display the slide show. You should be able to see the transition effects between each slide display.
- Exit from the slide show.
- Click on the **Transitions** tab.
- Click on the **More** button to the bottom-right of the transition buttons.


Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
ut
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover

- From the drop down list displayed click on the **None** button.


Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Subtle
None
Cut
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover
Cover
Flash
Exciting
Fall Over
Drape
Curtains
Wind
Prestige
Fracture
Crush
Peel Off
Page Curl
Airplane

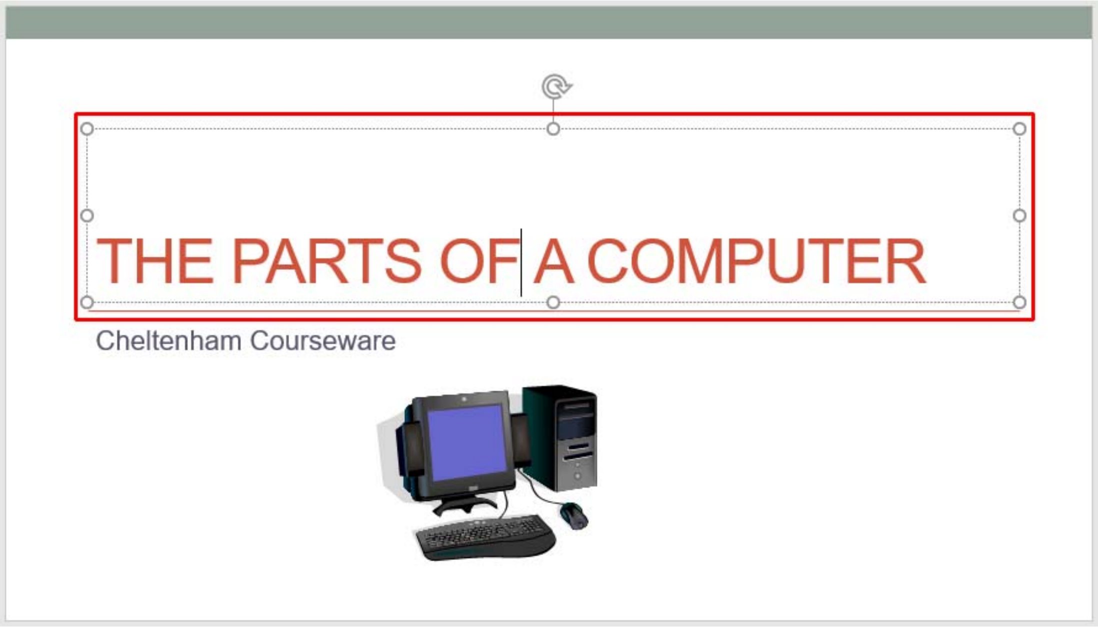
- Within the **Timings** group, click on the **Apply to All** button.


Removing transition effects - PowerPoint
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover
Effect Options
Sound: [No S
Duration:
Apply To All

- Rerun the slide show and you should find that all slide transition effects have been removed.
- Save your changes and close the file.

Adding slide show animation effects

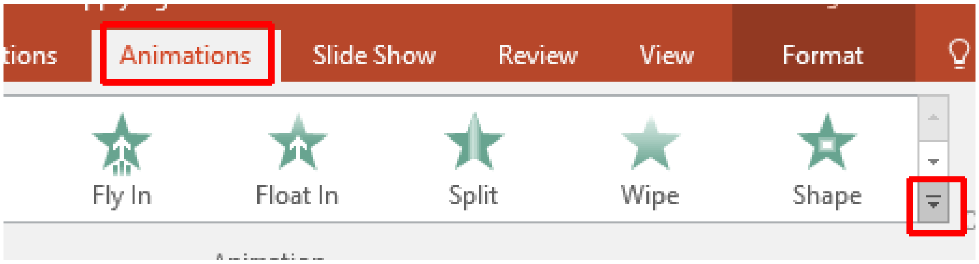
- Open a presentation called **Applying Animation Effects**.
- You can add animation effects to the text and graphics within your slides.
- Click within the **title** area on the first slide.



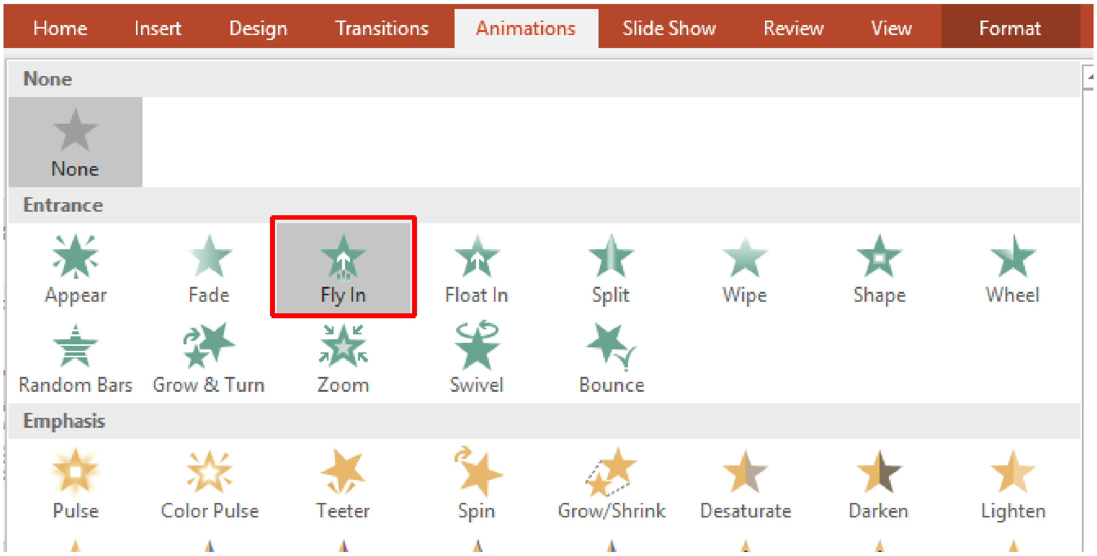
THE PARTS OF A COMPUTER

Cheltenham Courseware

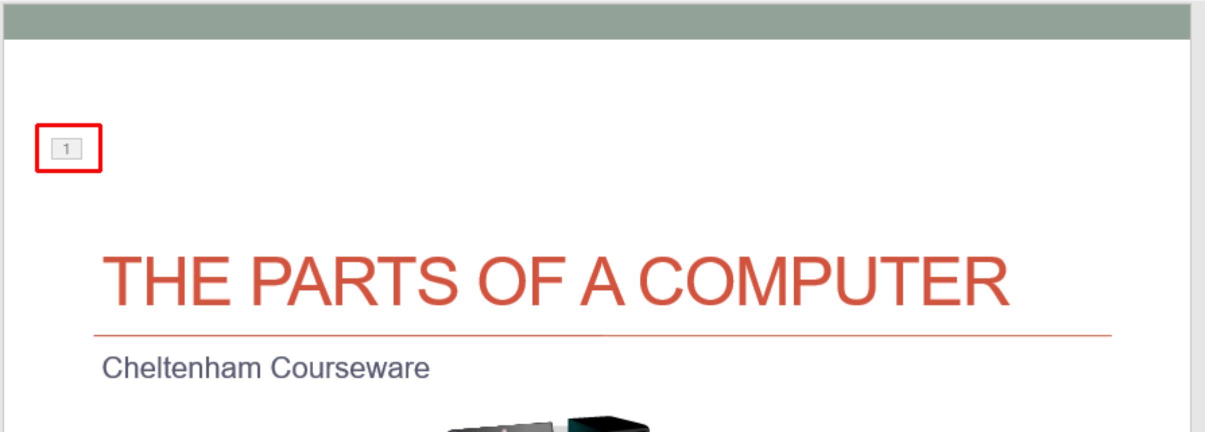
- Click on the **Animations** tab and within the **Animation** group click on the **down arrow** to the right of the group (i.e. on the **More** button).


tions
Animations
Slide Show
Review
View
Format
Fly In
Float In
Split
Wipe
Shape

- This will display a drop down list of options.


Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
None
None
Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis
Pulse
Color Pulse
Teeter
Spin
Grow/Shrink
Desaturate
Darken
Lighten

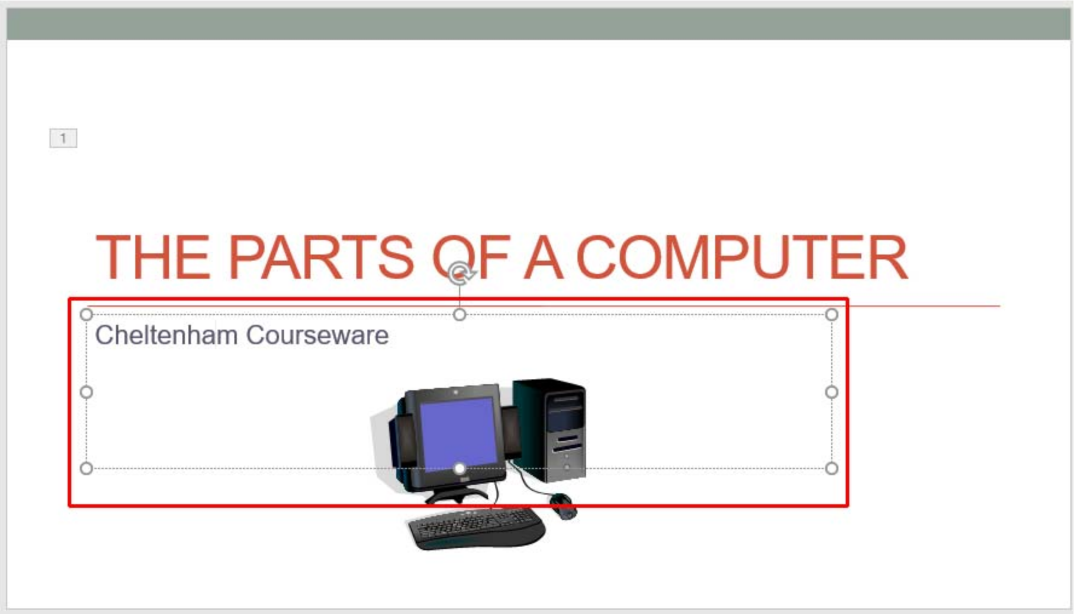
- Select an animation effect, such as **Fly In**. You will notice that the **title** area is marked with an animation number (**1**), as illustrated.



THE PARTS OF A COMPUTER

Cheltenham Courseware

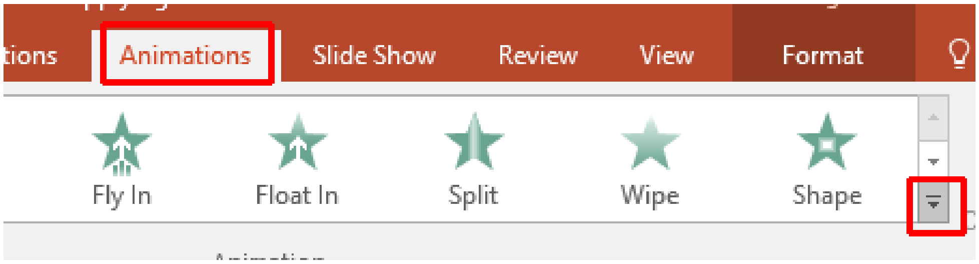
- Select the sub-title area, as illustrated.



THE PARTS OF A COMPUTER

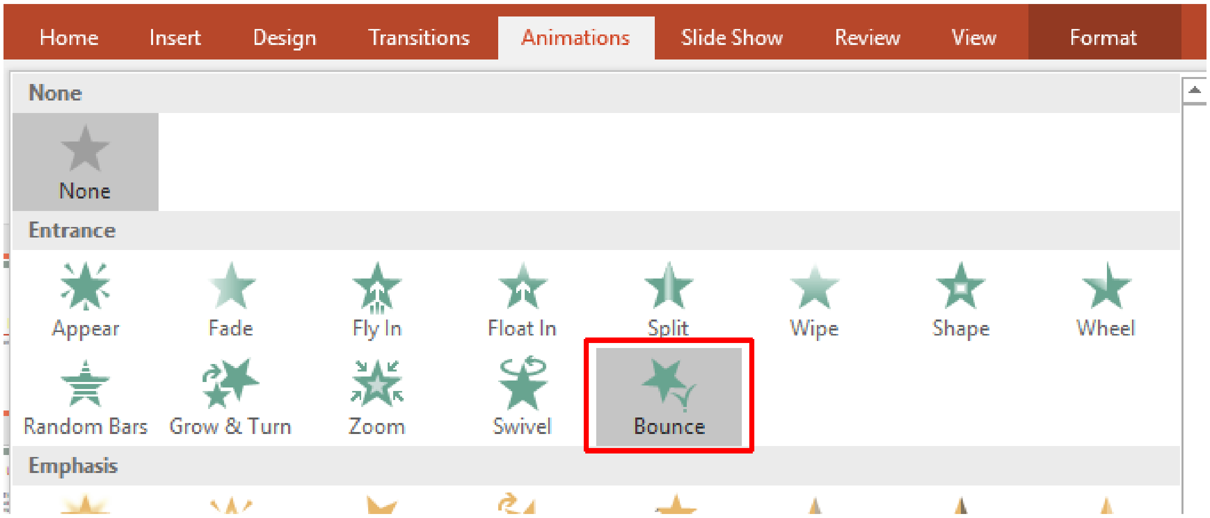
Cheltenham Courseware

- Click on the **Animations** tab and within the **Animation** group click on the **down arrow** to the right of the group (i.e. on the **More** button).



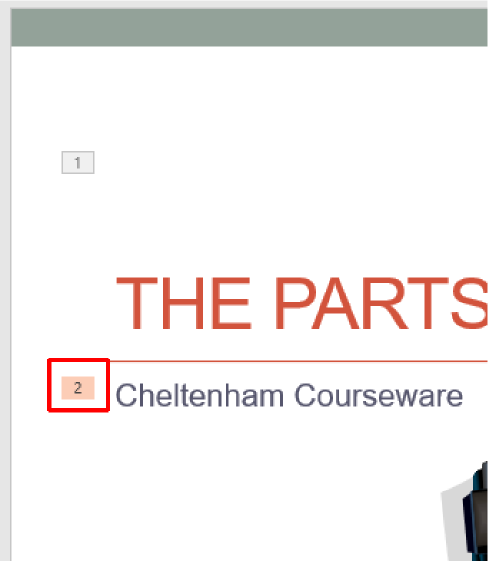
tions
Animations
Slide Show
Review
View
Format
Fly In
Float In
Split
Wipe
Shape
Animation

- This will display a drop down list of options. Select an animation effect, such as **Bounce**.



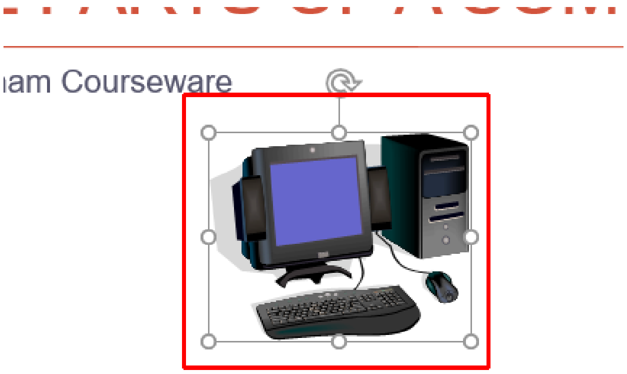
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
None
None
Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis

- You will notice that the slide is marked with two animation numbers, as illustrated, one for the **title**, which is marked with a **1**, indicating that this is the first animation, while **the sub-title** is marked with a **2**, indicating that this is the second animation.



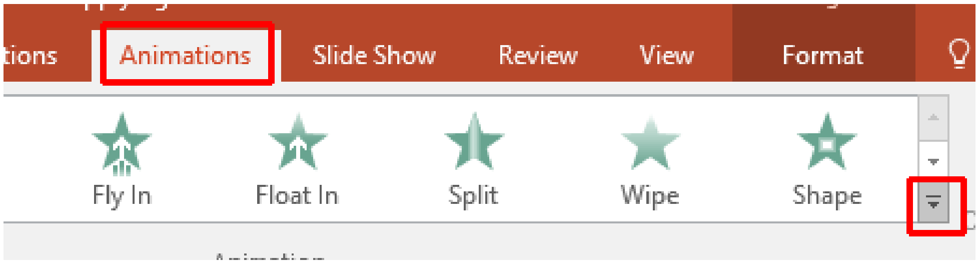
1
THE PARTS
2
Cheltenham Courseware

- Select the computer picture.

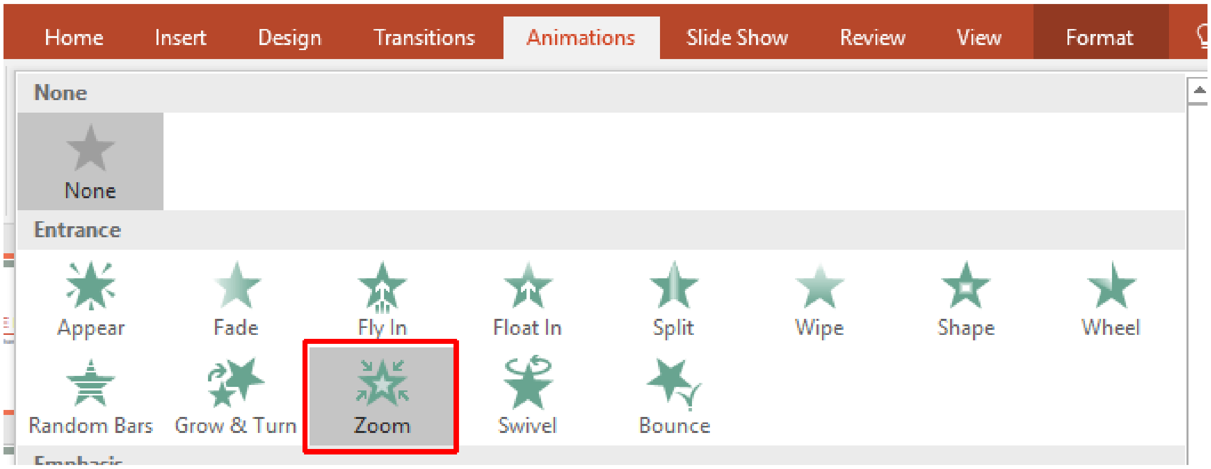


ıam Courseware

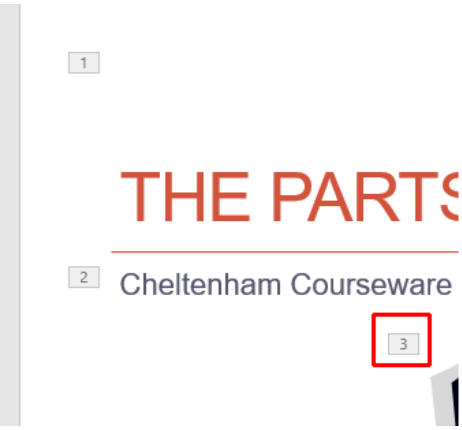
- Click on the **Animations** tab and within the **Animation** group click on the **down arrow** to the right of the group (i.e. on the **More** button)**.**


tions
Animations
Slide Show
Review
View
Format
Fly In
Float In
Split
Wipe
Shape

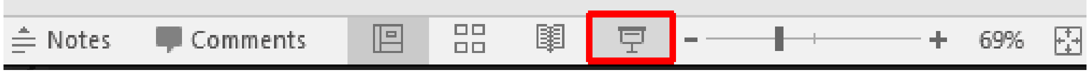
- This will display a drop down list of options. Select an animation effect, such as **Zoom**


Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
None
None
Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis

- You will notice that the **graphic** is marked with an animation number (**3**), as illustrated.


1
THE PARTS
2
Cheltenham Courseware
3

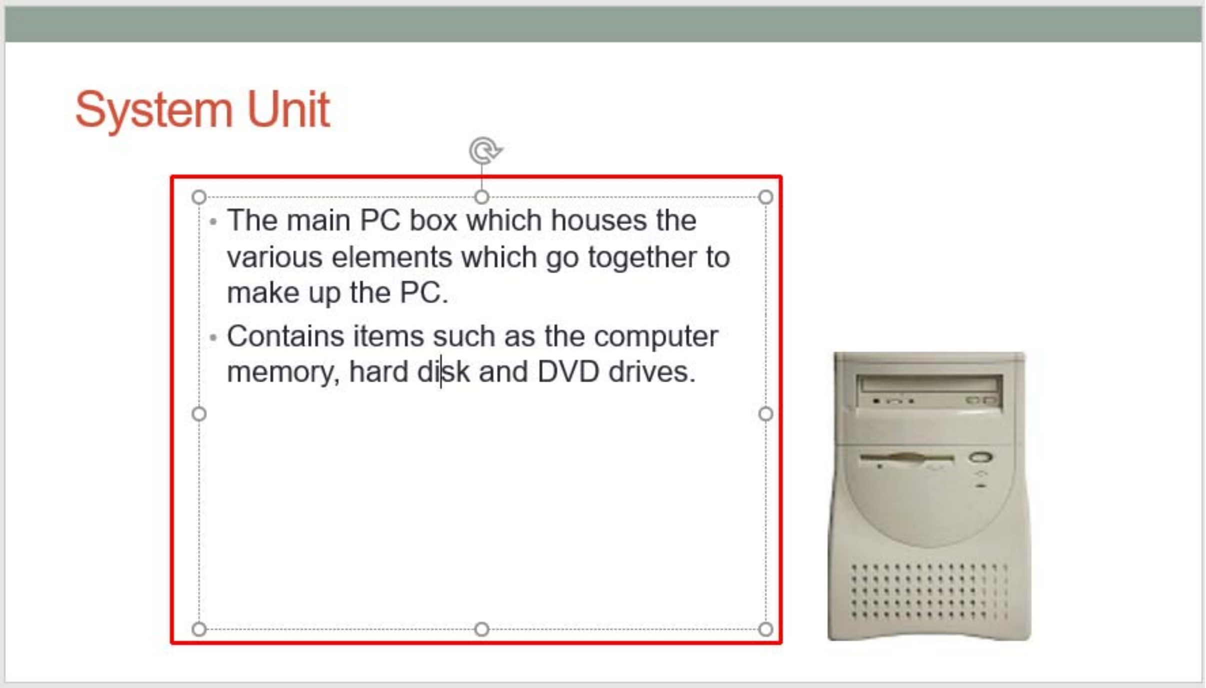
- Click on the **Slide Show** button, at the bottom-right of the screen.


Notes
Comments
69%

- Click the mouse button once, and you will see an animated **title** appear.
- Click the mouse button again and an animated sub-title will be displayed.
- Click the mouse button again to see the animated graphic appear.
- Click one more time and the second slide, which does not contain any animations, will be displayed.
- Press **Esc** to escape from the slide show.

- Display the **second** slide.

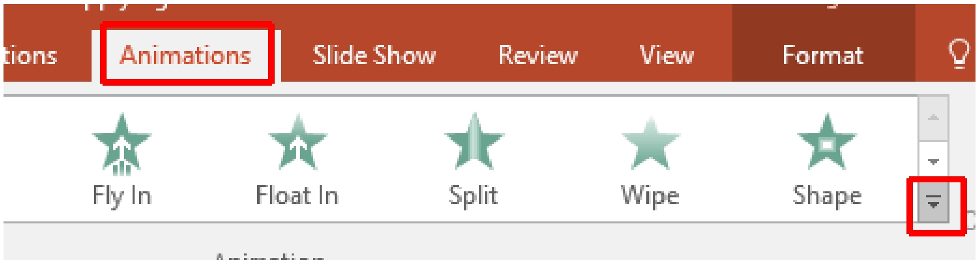
- Select the place holder containing the two bulleted paragraphs within the slide.



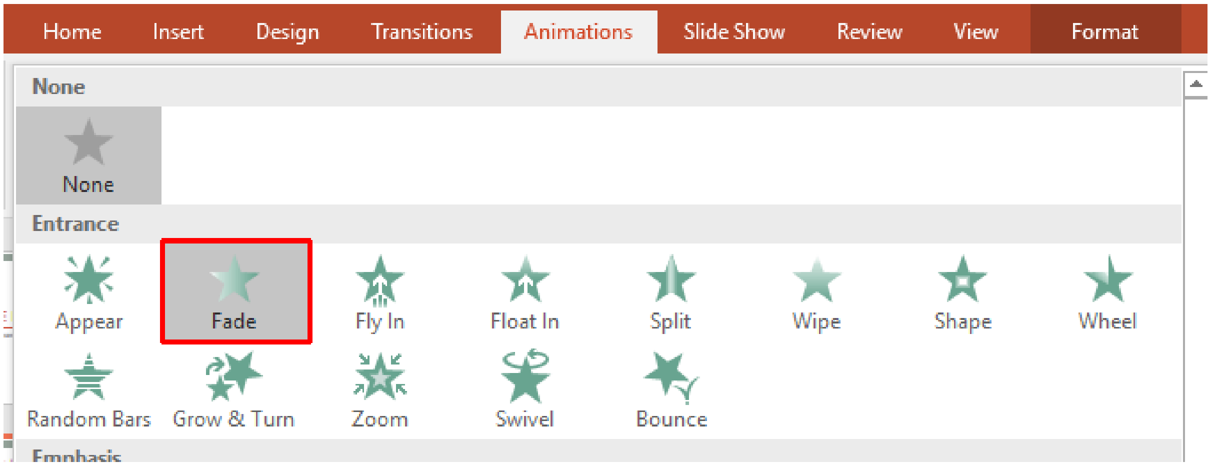
System Unit

- The main PC box which houses the various elements which go together to make up the PC.
- Contains items such as the computer memory, hard disk and DVD drives.

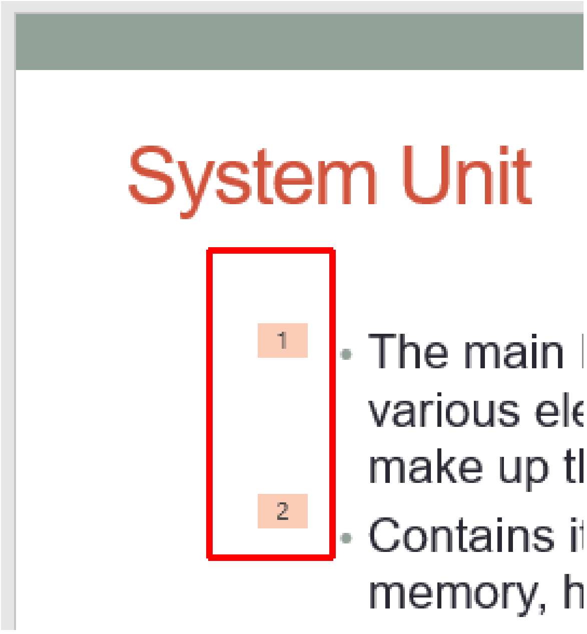
- Click on the **Animations** tab and within the **Animation** group click on the **down arrow** to the right of the group (i.e. on the **More** button).



- This will display a drop down list of options. Select an animation effect, such as **Fade**


Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
None
None
Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis

- You will notice that the first paragraph is marked with an animation number (**1**), while the second paragraph is marked with an animation number (**2**).



System Unit

1 • The main
various el
make up t

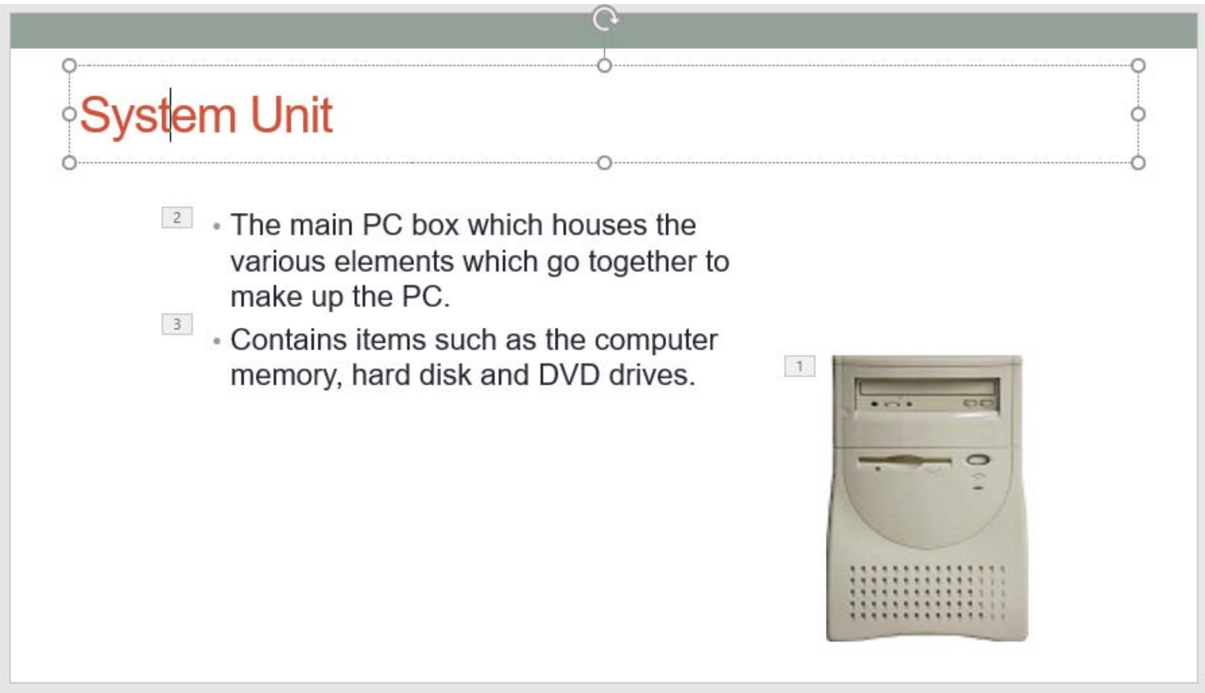
2 • Contains i
memory, h

- Run the slide show. When you click the mouse button, the bulleted paragraphs will fade in one at a time.
- Escape from the slide show.
- If you have time, try experimenting by applying other animation effects. You can also select a graphic within a slide and apply an animation effect.

- Save your changes and close the file.

Modifying slide show animation effects

- Open a presentation called **Modifying slide show animation**.
- Run the presentation as a slide show and watch the animation as you **keep clicking on the mouse button**.
- Exit the Slide Show.
- Click on the **Animations** tab.
- Display the first slide and select the **title**, as illustrated.

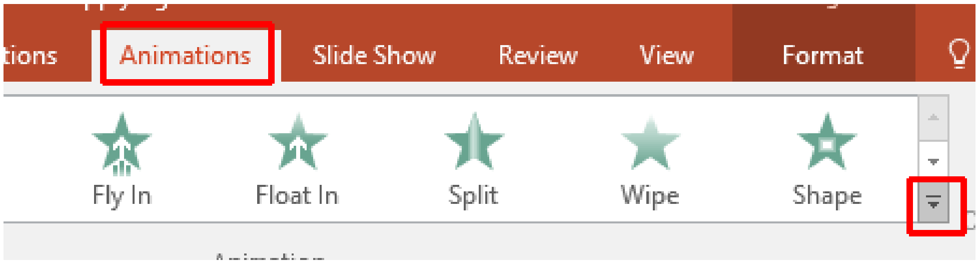


System Unit

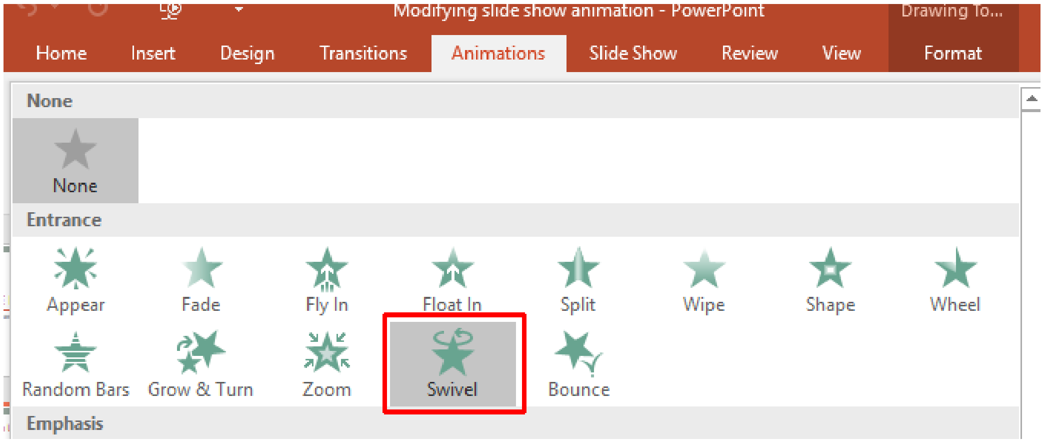
2 The main PC box which houses the various elements which go together to make up the PC.

3 Contains items such as the computer memory, hard disk and DVD drives.

- Within the **Animation** group click on the **down arrow** to the right of the group (i.e. on the **More** button).


tions
Animations
Slide Show
Review
View
Format
Fly In
Float In
Split
Wipe
Shape

- This will display a drop down list of options. Select an animation effect, such as **Swivel**

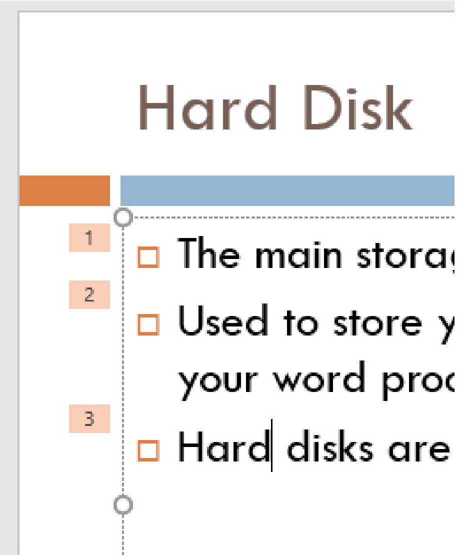

Modifying slide show animation - PowerPoint
Drawing To...
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Format
None
None
Entrance
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Random Bars
Grow & Turn
Zoom
Swivel
Bounce
Emphasis

- Select the **sub-title** and apply a different animation effect.
- Select the **graphic** and apply a different animation effect.
- Run the slide show and see the effect that your changes have each time you click the mouse button.
- Exit the slide show.

- Save your changes and close the presentation.

Removing animation effects

- Open the presentation called **Removing animation effects**. This presentation contains animation effects that have been applied to the slide.
- Click on the **Slide Show** icon (toward the bottom-right of the screen) and display the slide show. You should be able to see the animation effects between each slide display. Remember to keep clicking the mouse button to see the effects.
- Exit from the slide show.
- Click within the bulleted text on the slide.
- Click on the **Animations** tab and you will see the animation sequence numbers displayed on the slide.



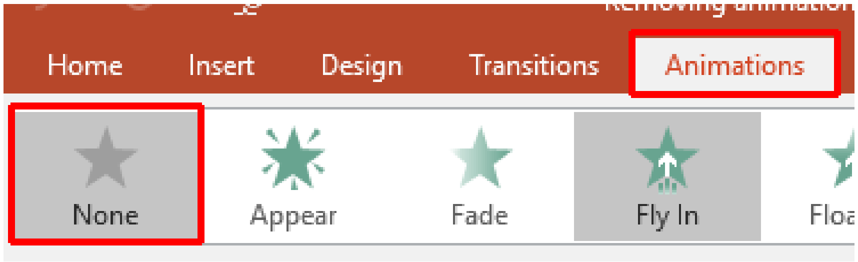
Hard Disk

1 The main stora

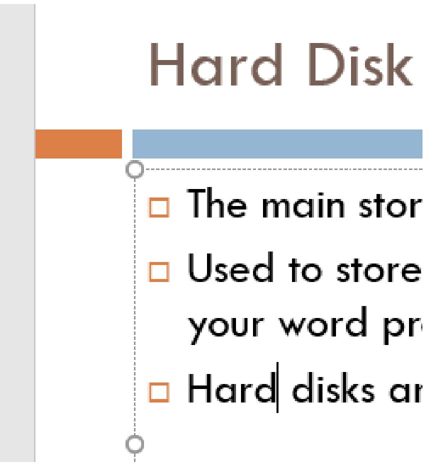
2 Used to store y your word proc

3 Hard disks are

- Within the **Animation** group, click on the **None** button.


Home
Insert
Design
Transitions
Animations
None
Appear
Fade
Fly In
Floa

- The animation sequence numbers will no longer be displayed.



Hard Disk

The main stor

Used to store your word pr

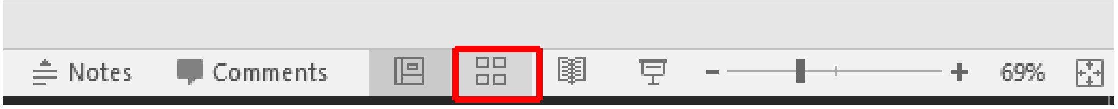
Hard disks ar

- Rerun the slide show and you should find that all animation effects have been removed.
- Save your changes and close the file.

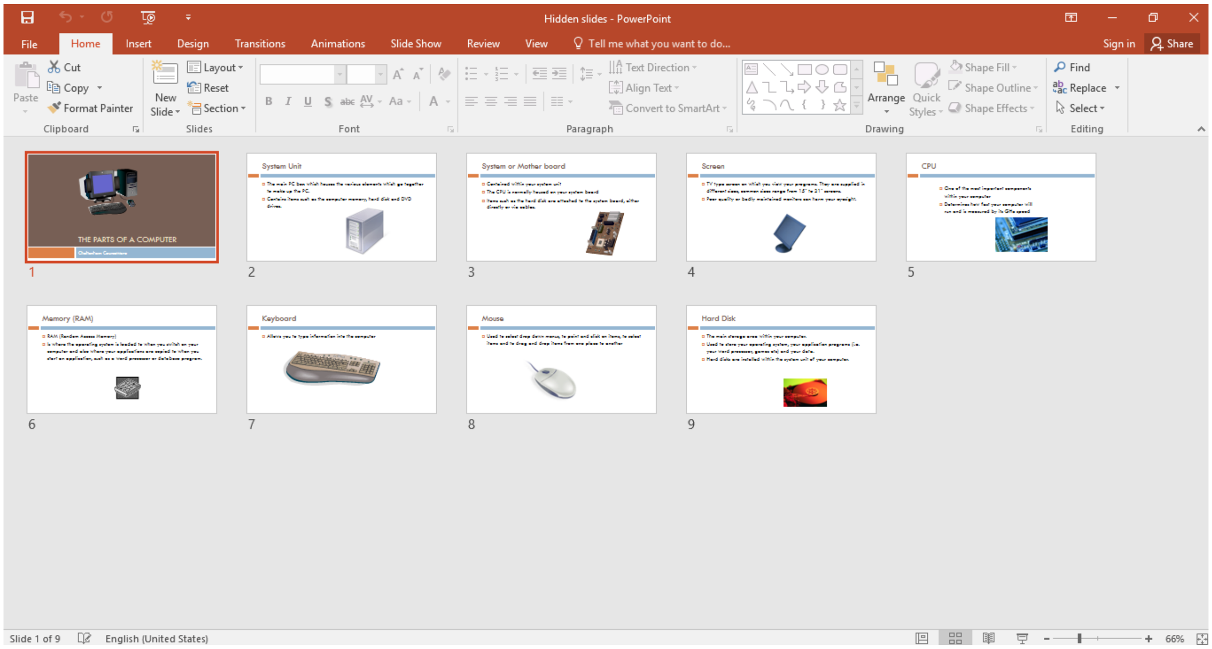
Hiding slides

- Open a presentation called **Hidden slides**.
- You can create extra slides within your presentation that may contain additional information which will normally be hidden when you run the slide show, but which can be optionally displayed if needed. This may be useful if you are presenting a presentation and a member of the audience asks you for additional information.

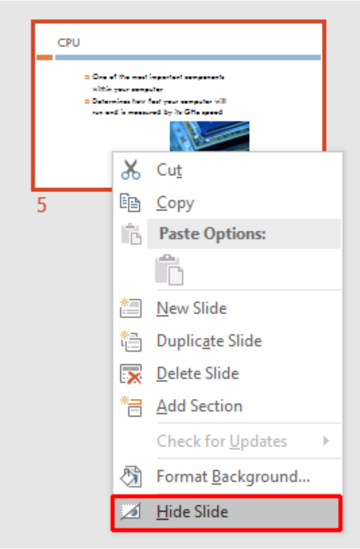
- To hide a slide, first show the slide show in **Slide Sorter** view (by clicking on the **Slide Sorter** icon displayed at the bottom-right of your screen).


Notes
Comments
69%

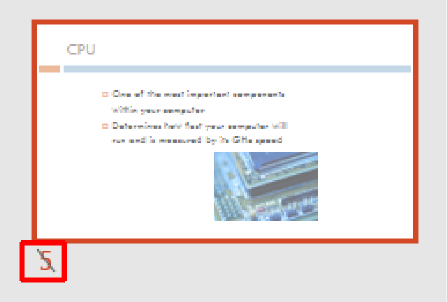
Your slides will be displayed as illustrated.


Hidden slides - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
THE PARTS OF A COMPUTER
System Unit
System or Mother board
Screen
CPU
Memory (RAM)
Keyboard
Mouse
Hard Disk
1
2
3
4
5
6
7
8
9
Slide 1 of 9
English (United States)
66%

- Right click on the fifth slide with details of the **CPU** and from the popup menu displayed click on the **Hide Slide** command.


CPU
5
Cut
Copy
Paste Options:
New Slide
Duplicate Slide
Delete Slide
Add Section
Check for Updates
Format Background...
Hide Slide

- If you look carefully at the slide number, you will see a diagonal line through it, as illustrated. This indicates that the slide is hidden.



Displaying hidden slides within a slide show

- You have marked the fifth slide as hidden. Display the first slide and run the slide show. You will find that the fifth slide is not displayed within the slide show. Exit from the slide show.
- Display the first slide and run the slide show.
- When you get to slide number **four**, displaying details about the **screen**, press the **H** key.

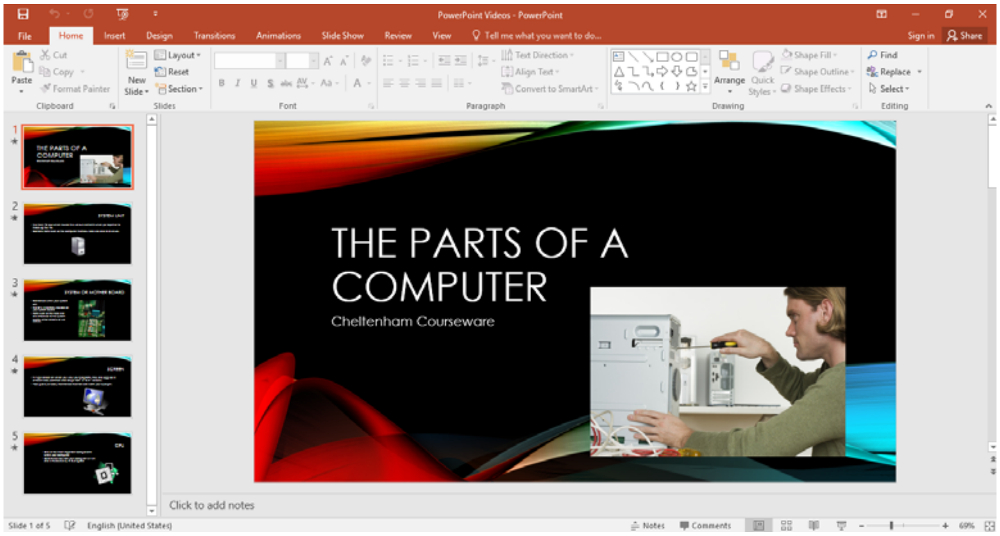
  The **H** key will always display the next slide if that slide is marked as hidden.

- Exit the slide show.

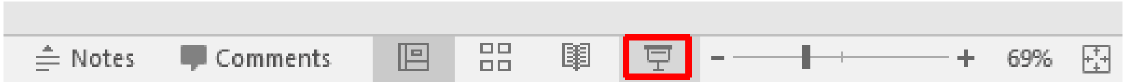
PowerPoint Video creation

Converting a PowerPoint presentation into a video

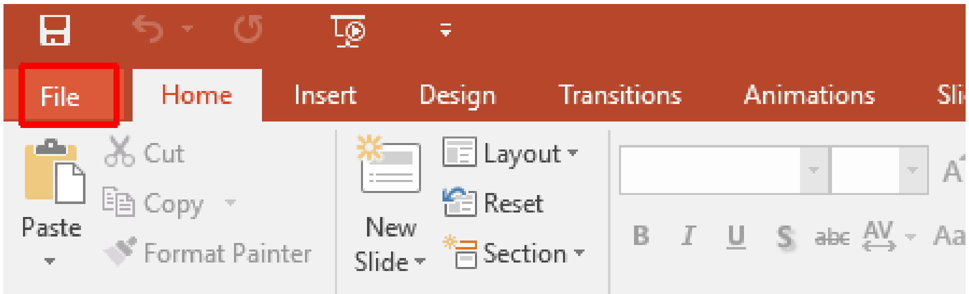
- Open a presentation called **PowerPoint Videos**.


PowerPoint Videos - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
THE PARTS OF A COMPUTER
Cheltenham Courseware
Click to add notes
Slide 1 of 5
English (United States)
Notes
Comments
69%

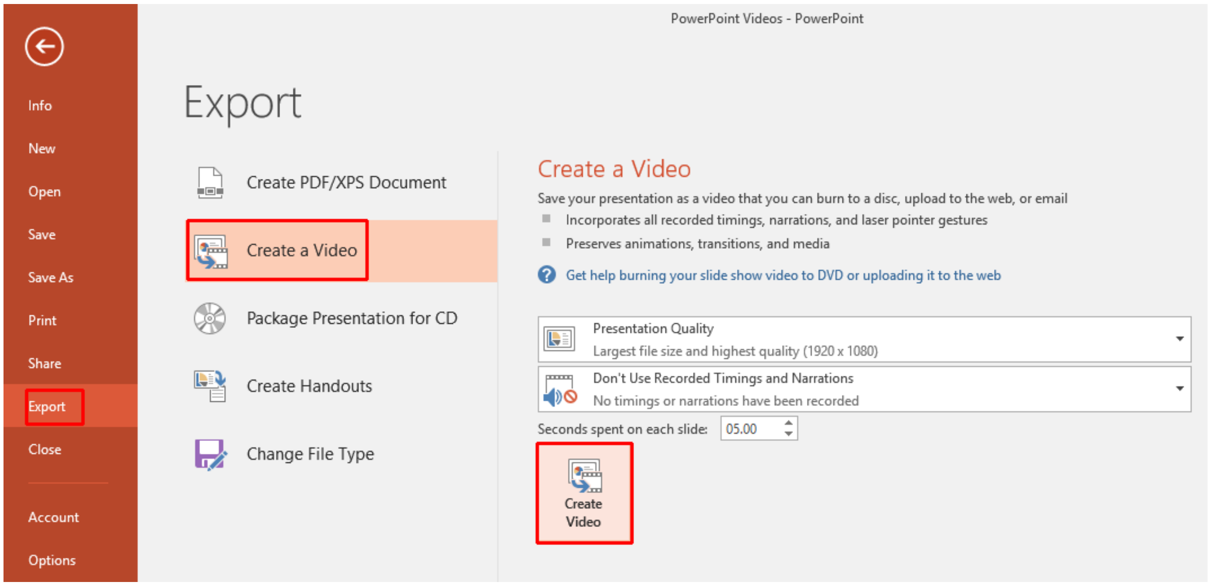
- Click on the **Slide Show** icon (bottom-right of the screen).


Notes
Comments
69%

- You may have to click to move the slide show effects forwards. As you can see transitions and animation effects have been applied to the presentation.
- Exit the slide show.
- Click on the **File** button (top-left of the screen).


File
Home
Insert
Design
Transitions
Animations
Paste
Cut
Copy
Format Painter
New Slide
Layout
Reset
Section

- Click on the **Export** link and then click on **Create a video**.


PowerPoint Videos - PowerPoint
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Export
Create PDF/XPS Document
Create a Video
Package Presentation for CD
Create Handouts
Change File Type
Create Video

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

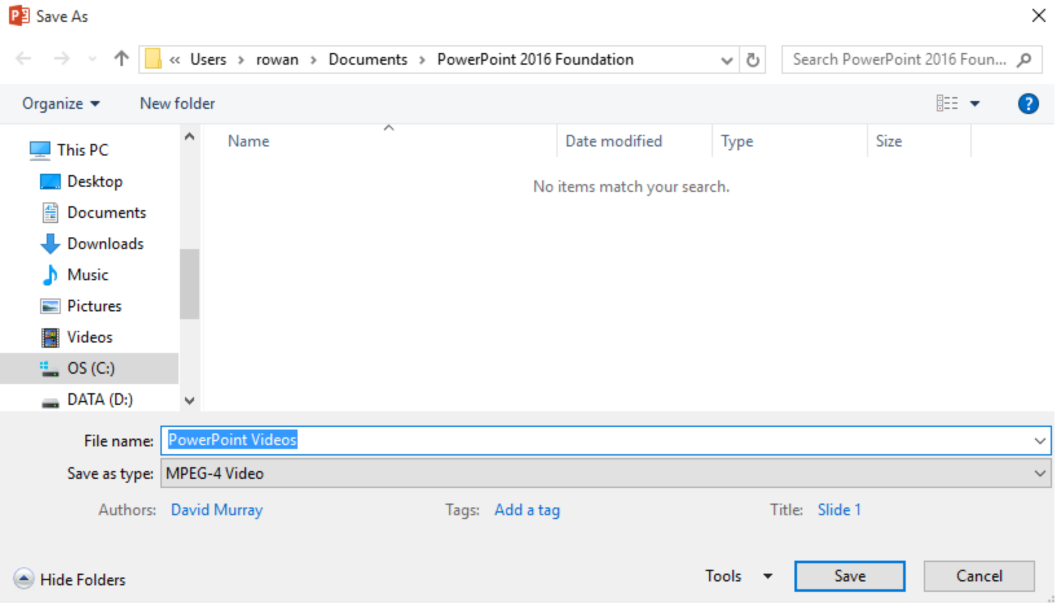
Get help burning your slide show video to DVD or uploading it to the web

Presentation Quality
Largest file size and highest quality (1920 x 1080)

Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded

Seconds spent on each slide: 05.00

- Click on the square **Create Video** button. The **Save As** dialog box will be displayed. Enter a file name as **My PowerPoint Video**.


Save As
« Users › rowan › Documents › PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DATA (D:)
Name
Date modified
Type
Size
Hide Folders
Tools
Save
Cancel

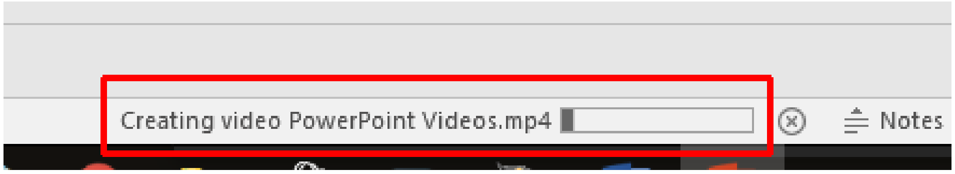
No items match your search.

File name: PowerPoint Videos

Save as type: MPEG-4 Video

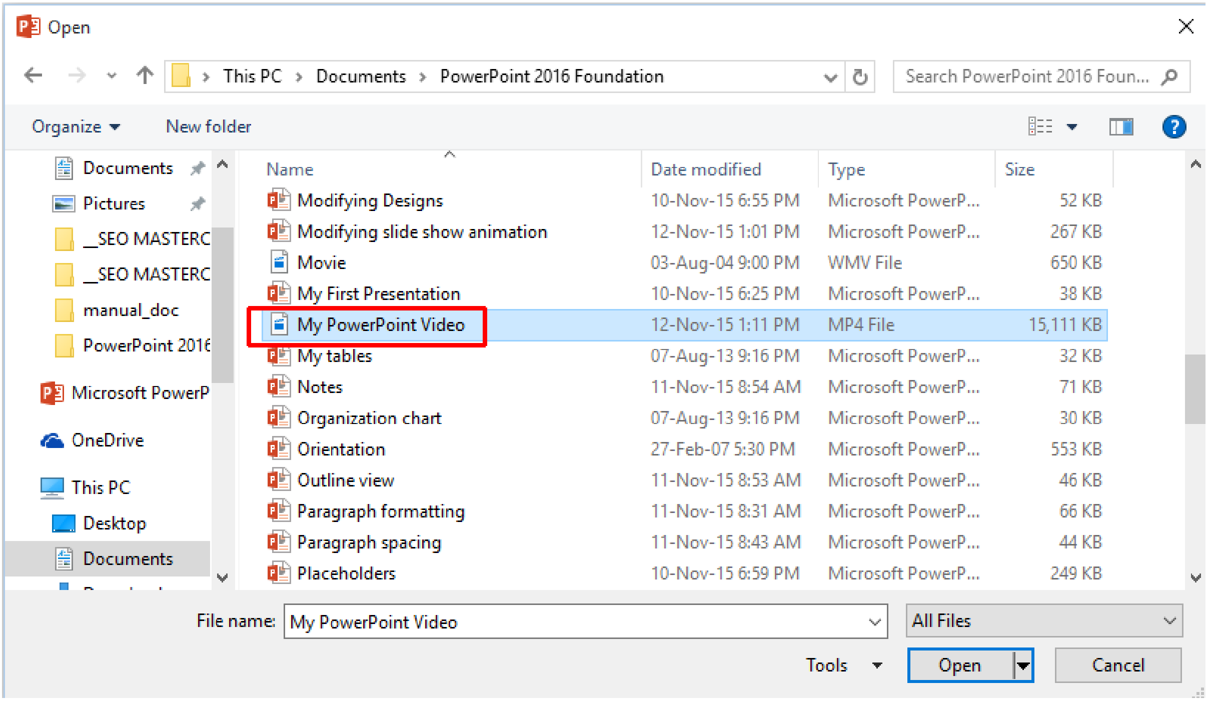
Authors: David Murray Tags: Add a tag Title: Slide 1

- Click on the **Save** button. The video file will be created using the MP4 file format. In some cases, the video creation process may take a while. You can see a process bar displayed at the bottom of the screen.



Creating video PowerPoint Videos.mp4

- If you have time open the **Windows Explorer** program, navigate to your samples file folder and then double click on the file to run the video file.



Open
This PC › Documents › PowerPoint 2016 Foundation
Search PowerPoint 2016 Foun...
Organize
New folder
Documents
Pictures
_SEO MASTERC
_SEO MASTERC
manual_doc
PowerPoint 2016
Microsoft PowerP
OneDrive
This PC
Desktop
Documents

Name	Date modified	Type	Size
Modifying Designs	10-Nov-15 6:55 PM	Microsoft PowerP...	52 KB
Modifying slide show animation	12-Nov-15 1:01 PM	Microsoft PowerP...	267 KB
Movie	03-Aug-04 9:00 PM	WMV File	650 KB
My First Presentation	10-Nov-15 6:25 PM	Microsoft PowerP...	38 KB
My PowerPoint Video	12-Nov-15 1:11 PM	MP4 File	15,111 KB
My tables	07-Aug-13 9:16 PM	Microsoft PowerP...	32 KB
Notes	11-Nov-15 8:54 AM	Microsoft PowerP...	71 KB
Organization chart	07-Aug-13 9:16 PM	Microsoft PowerP...	30 KB
Orientation	27-Feb-07 5:30 PM	Microsoft PowerP...	553 KB
Outline view	11-Nov-15 8:53 AM	Microsoft PowerP...	46 KB
Paragraph formatting	11-Nov-15 8:31 AM	Microsoft PowerP...	66 KB
Paragraph spacing	11-Nov-15 8:43 AM	Microsoft PowerP...	44 KB
Placeholders	10-Nov-15 6:59 PM	Microsoft PowerP...	249 KB

File name: My PowerPoint Video

All Files

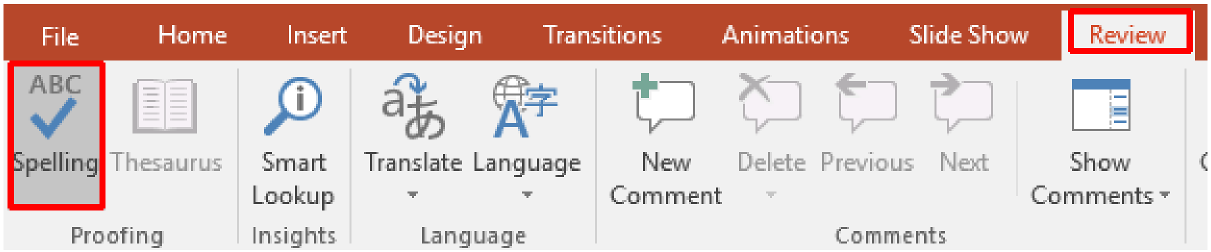
Tools
Open
Cancel

- Close any open presentations and close PowerPoint.

Printing and proofing in PowerPoint 2016

Spell-checking a presentation

- Open a document called **Spell check**. This presentation contains a number of spelling errors. To spell check the document, click on the **Spelling** icon located within the **Review** tab.

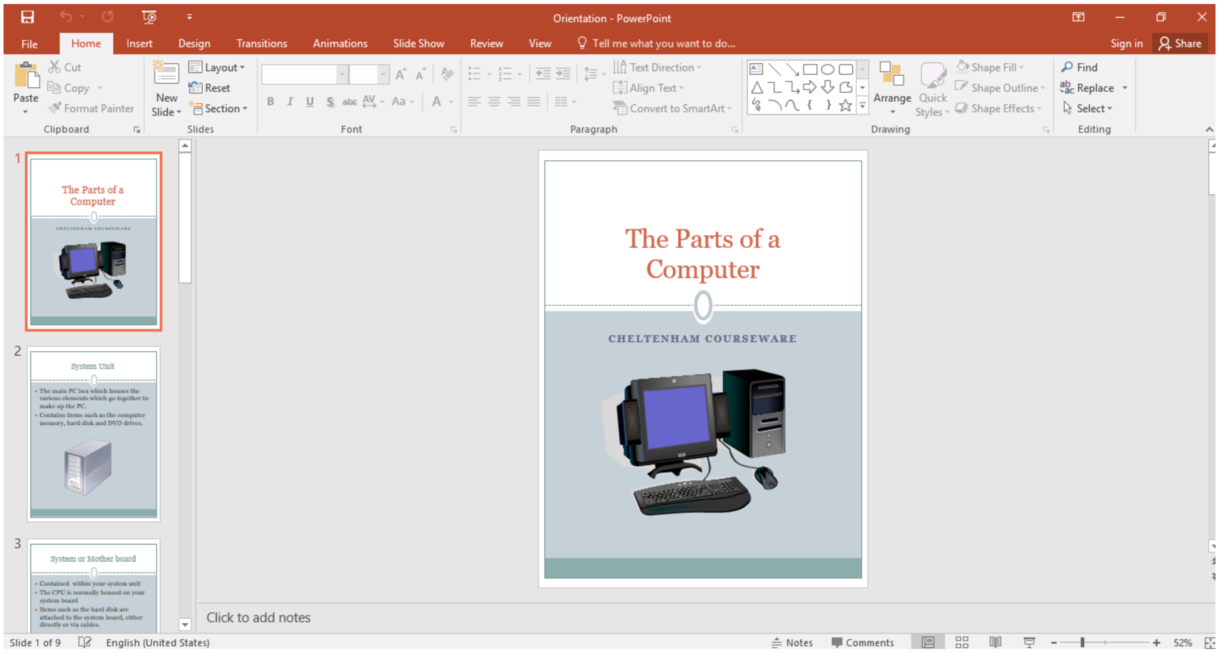

File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
ABC
Spelling
Thesaurus
Proofing
Smart Lookup
Insights
Translate
Language
Language
New Comment
Delete
Previous
Next
Show Comments
Comments

TIP: The keyboard shortcut to run the spell checker is **F7**.

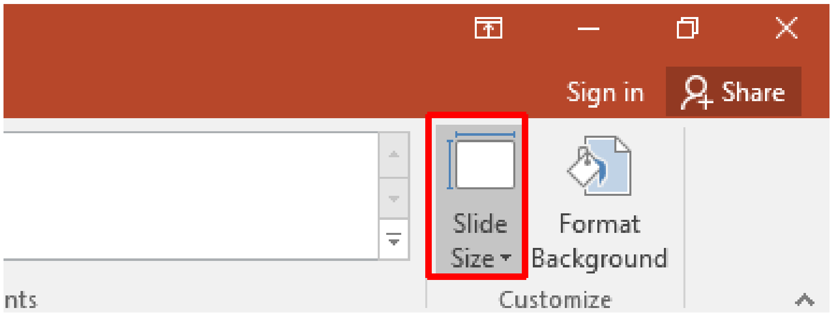
- Follow the on-screen prompts to correct the errors within the document.
- Save your changes and close the presentation.

Using Portrait or Landscape slide orientation

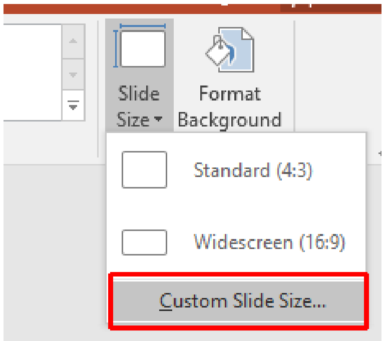
- Open a presentation called **Orientation**. This contains a presentation that has been designed in Portrait orientation.


Orientation - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Cut
Copy
Format Painter
Clipboard
New Slide
Layout
Reset
Section
Slides
Font
Text Direction
Align Text
Convert to SmartArt
Paragraph
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
The Parts of a Computer
CHELTENHAM COURSEWARE
System Unit
System or Mother board
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
52%

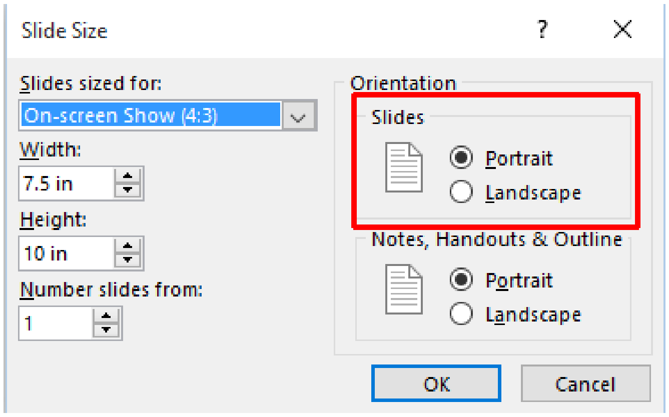
- Click on the **Design** tab and then click on the **Slide Size** button.


Sign in
Share
Slide Size
Format Background
Customize

- A drop down is displayed.


Slide Size
Format Background
Standard (4:3)
Widescreen (16:9)
Custom Slide Size...

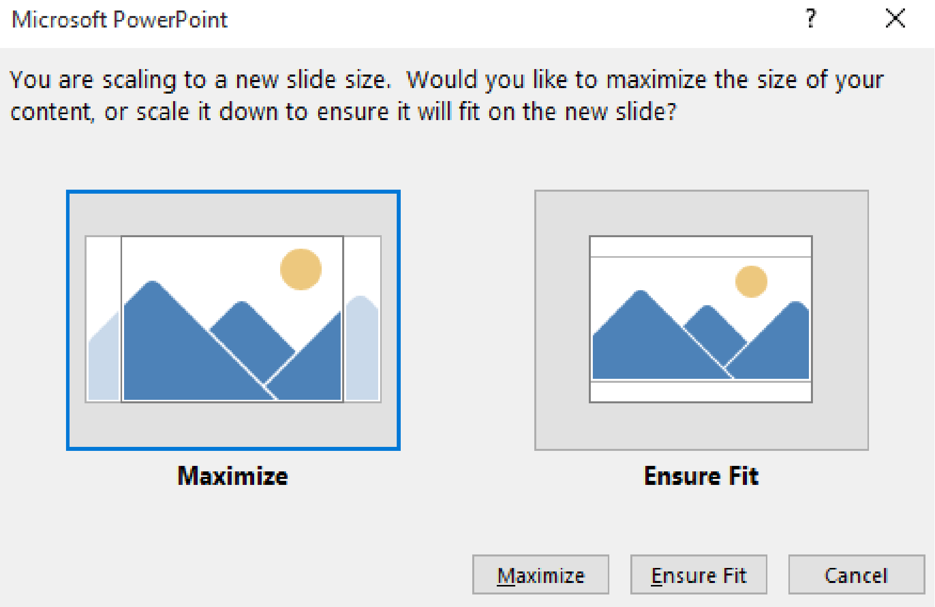
- Click on Custom Slide Size and the dialog box is displayed.


Slide Size
?
OK
Cancel

Slides sized for: On-screen Show (4:3)
Width: 7.5 in
Height: 10 in
Number slides from: 1

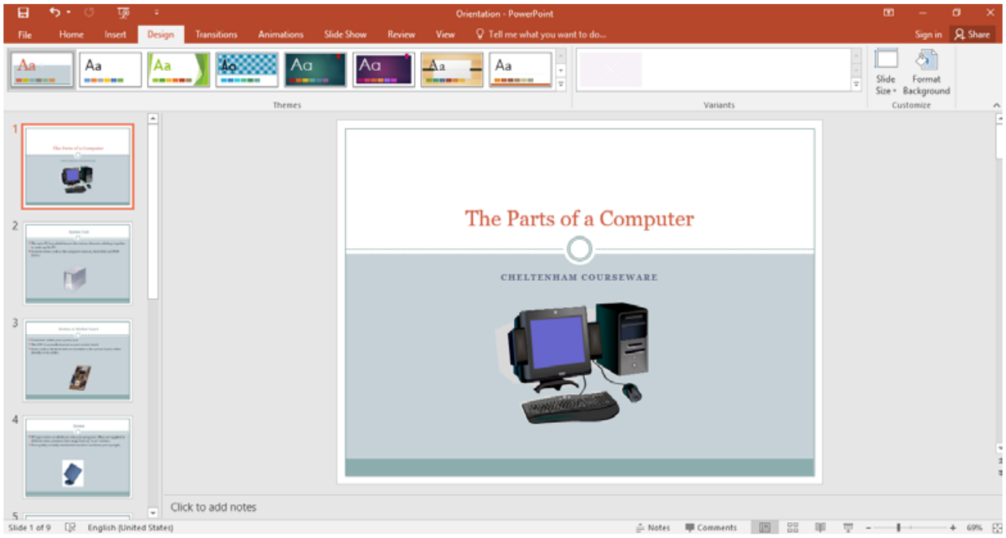
Orientation
Slides
● Portrait
○ Landscape
Notes, Handouts & Outline
● Portrait
○ Landscape

- As you can see currently the slide orientation is set to **Portrait**. Click on the **Landscape** button and then click on the **OK** button.
- Another dialog box is displayed. In this case click on **Ensure Fit**.


Microsoft PowerPoint
?
Maximize
Ensure Fit
Maximize
Ensure Fit
Cancel

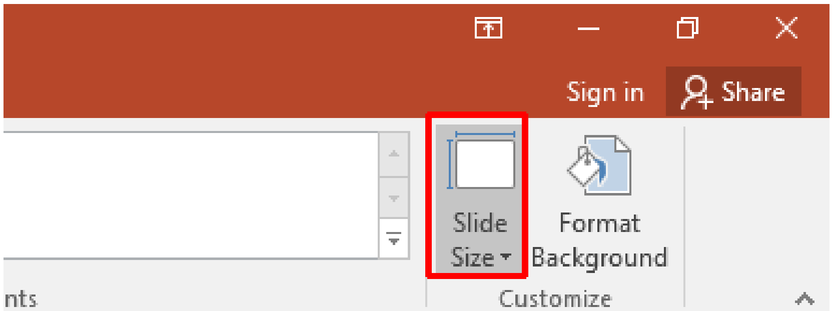
You are scaling to a new slide size. Would you like to maximize the size of your content, or scale it down to ensure it will fit on the new slide?

- Your slide will now look like this.

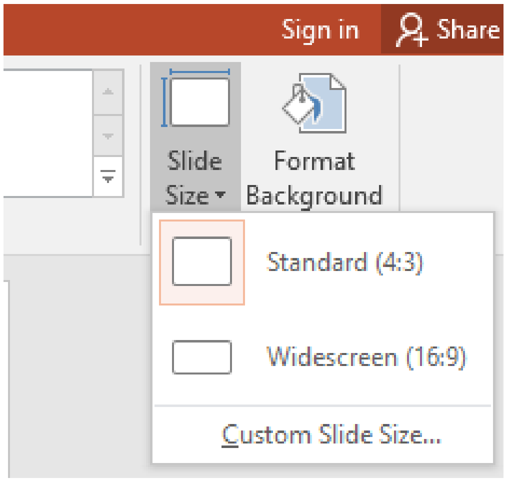

Orientation - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
The Parts of a Computer
CHELTENHAM COURSEWARE
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

Switching between standard and widescreen formats

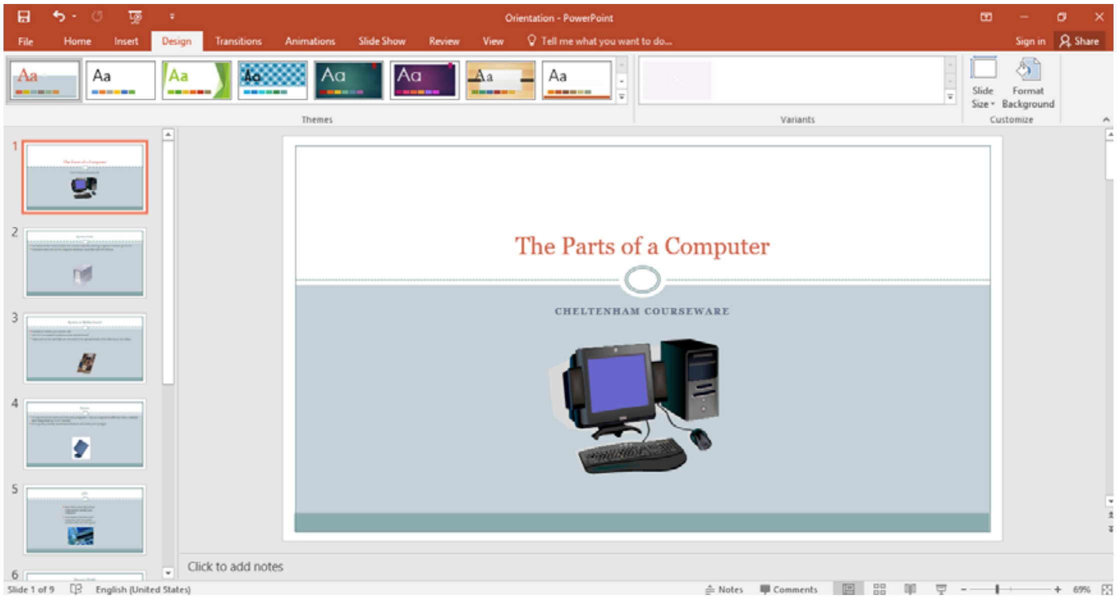
- Click on the **Design** tab and then click on the **Slide Size** button.


Sign in
Share
Slide Size
Format Background
nts
Customize

- As you can see currently the slide is displayed in standard format.

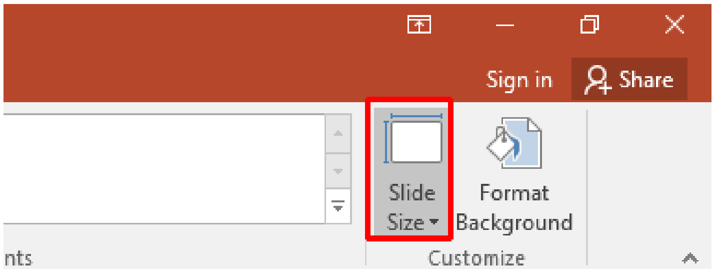

Sign in
Share
Slide Size
Format Background
Standard (4:3)
Widescreen (16:9)
Custom Slide Size...

- Click on the **Widescreen** option as illustrated below, the slides will now display in widescreen format.

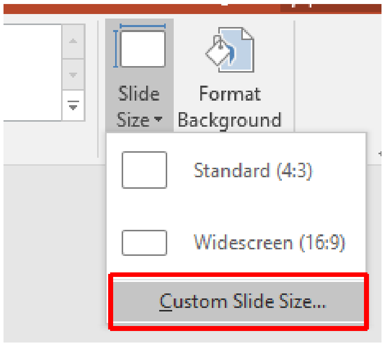

Orientation - PowerPoint
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Tell me what you want to do...
Sign in
Share
Themes
Variants
Slide Size
Format Background
Customize
The Parts of a Computer
CHELTENHAM COURSEWARE
Click to add notes
Slide 1 of 9
English (United States)
Notes
Comments
69%

Selecting your output format

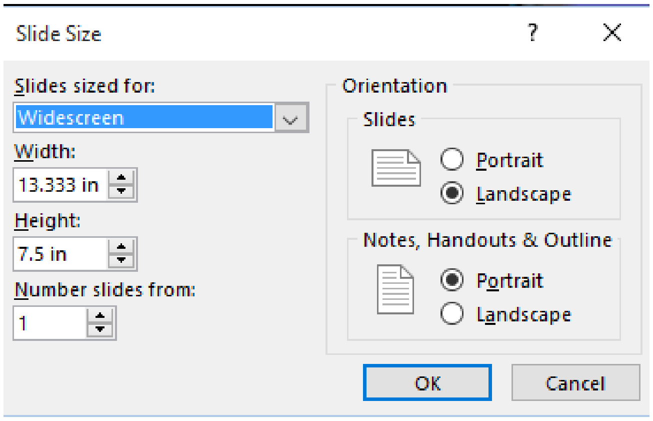
- Open the **Printing** presentation.
- Click on the **Design** tab and then click on the **Slide Size** button.


Sign in
Share
Slide Size
Format Background
nts
Customize

- From the drop down displayed, click on **Custom Slide Size**.


Slide Size
Format Background
Standard (4:3)
Widescreen (16:9)
Custom Slide Size...

- This will display the **Slide Size** dialog box.



Slide Size

Slides sized for: Widescreen

Width: 13.333 in

Height: 7.5 in

Number slides from: 1

Orientation

Slides

○ Portrait

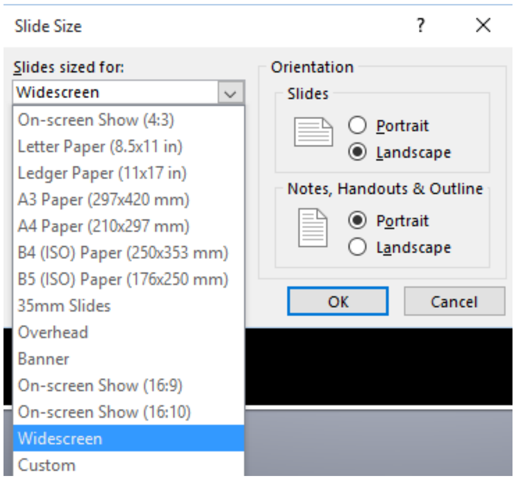
● Landscape

Notes, Handouts & Outline

● Portrait

○ Landscape

- Click on the **down arrow** in the '**Slides sized for**' section of the dialog box. This will display a drop down list of options including on-screen and printed formats.



Slide Size

Slides sized for: Widescreen

On-screen Show (4:3)
Letter Paper (8.5x11 in)
Ledger Paper (11x17 in)
A3 Paper (297x420 mm)
A4 Paper (210x297 mm)
B4 (ISO) Paper (250x353 mm)
B5 (ISO) Paper (176x250 mm)
35mm Slides
Overhead
Banner
On-screen Show (16:9)
On-screen Show (16:10)
Widescreen
Custom

Orientation

Slides

○ Portrait

● Landscape

Notes, Handouts & Outline

● Portrait

○ Landscape

TIP: You can size the page setup for an on-screen slide show. If you are planning to run the slideshow on a screen be sure to specify whether or not, you will be using a computer with a widescreen. As you can see from the illustration, there are a number of on-screen page setup options you can choose from.

- Be sure to select the correct paper size if you are planning to physically print your presentation. In the USA select **Letter Size**. In Europe and many other parts of the World select **A4** paper size.

- You can also set page orientation.

- You can also use the dialog box to specify the orientation for **Notes**, **Slides** and **Handouts**.

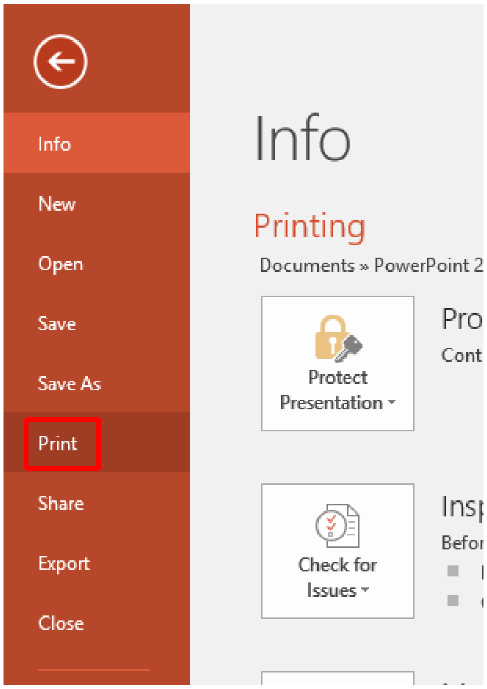
- Close the presentation without saving your changes.

Visually inspect each slide before printing

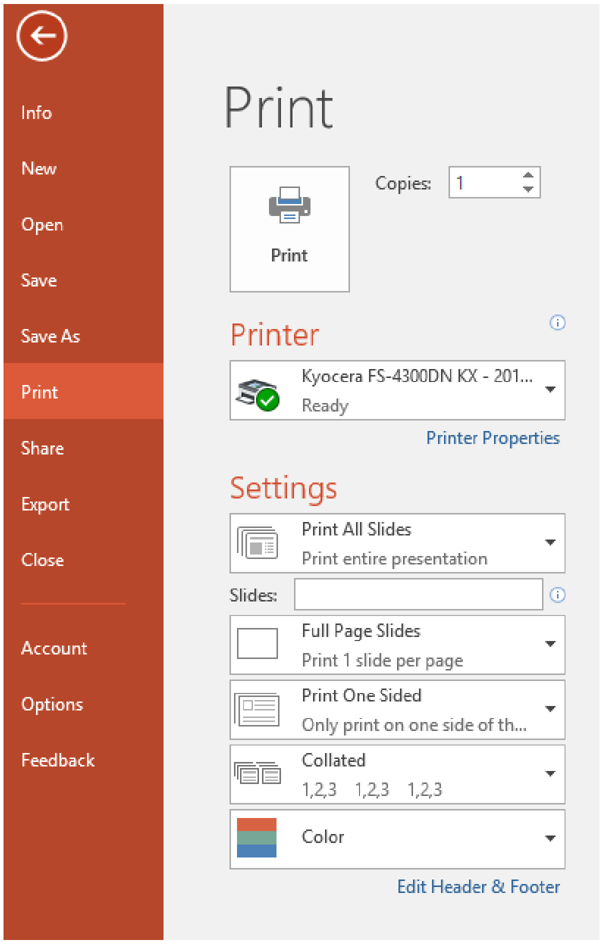
- You should carefully review each slide within a presentation prior to printing or saving the final version of the presentation. You can review the slides in Slide Show view so that you can concentrate on the slide show content and not get distracted with the parts of the PowerPoint screen.

Printing options

- Click on the **File** Tab (top-left of your screen). From the drop down options listed click on the **Print** icon.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Info
Printing
Documents » PowerPoint 2
Protect Presentation
Pro
Cont
Check for Issues
Insp
Befo

- This will display the **Print** side pane.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Print
Print
Printer
Printer Properties
Settings
Edit Header & Footer

Copies: 1

Kyocera FS-4300DN KX - 201...
Ready

Print All Slides
Print entire presentation

Slides:

Full Page Slides
Print 1 slide per page

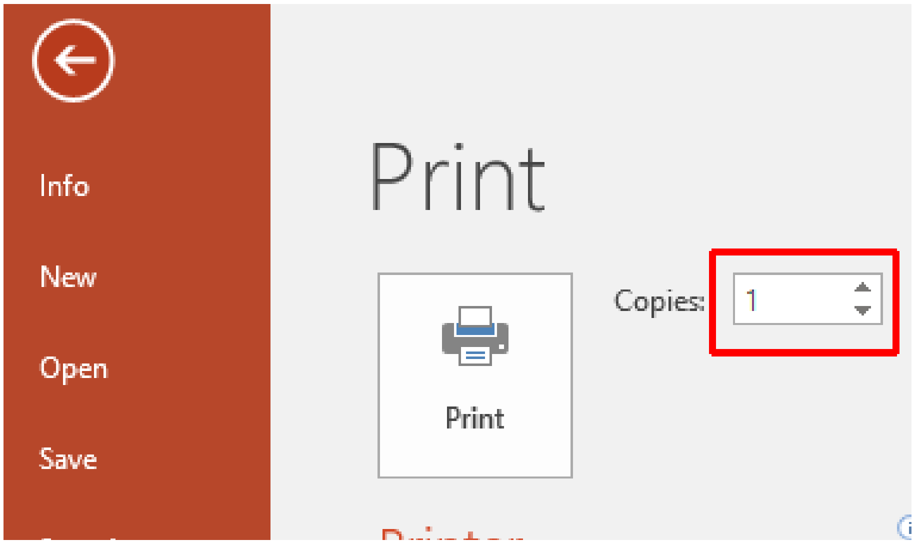
Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Color

Setting the number of copies to print

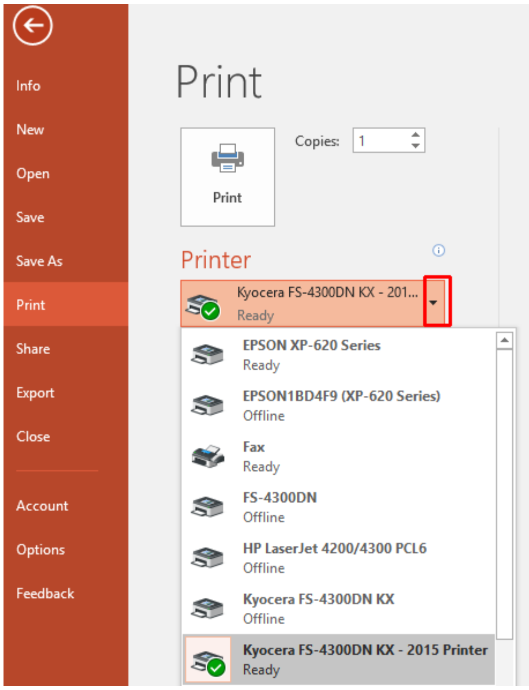
- By default, a single copy will be printed. If you wish to print extra copies enter the required number of copies into the copies section.


Info
New
Open
Save
Print
Print

Copies: 1

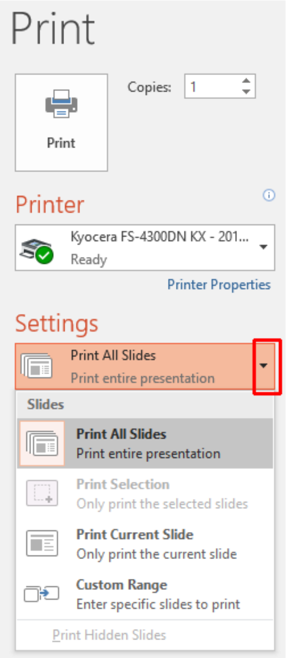
Selecting a different printer

- Normally a default printer is setup for your computer, but you may have access to more printers over your network. To select a different printer to print a presentation, click on the down arrow to the right of the **Printer** section and select the required printer.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Print
Copies: 1
Print
Printer
Kyocera FS-4300DN KX - 201...
Ready
EPSON XP-620 Series
Ready
EPSON1BD4F9 (XP-620 Series)
Offline
Fax
Ready
FS-4300DN
Offline
HP LaserJet 4200/4300 PCL6
Offline
Kyocera FS-4300DN KX
Offline
Kyocera FS-4300DN KX - 2015 Printer
Ready

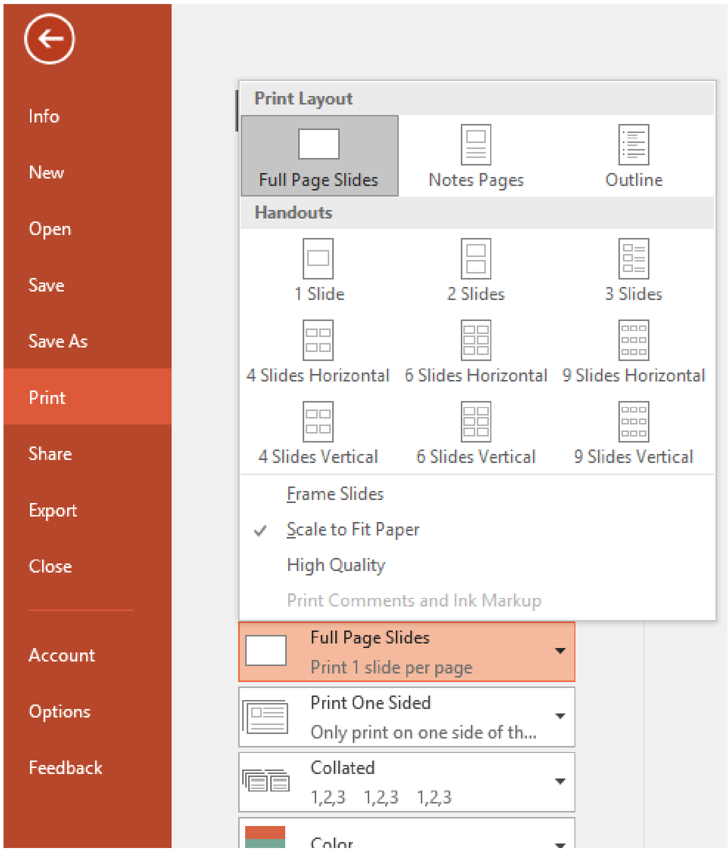
Printing selected slides

- Within the Setting section, click on the down arrow to the right of the **Print All Slides** item, and select the required option such as just the current slide, or a specified slide range.


Print
Copies: 1
Print
Printer
Kyocera FS-4300DN KX - 201...
Ready
Printer Properties
Settings
Print All Slides
Print entire presentation
Slides
Print All Slides
Print entire presentation
Print Selection
Only print the selected slides
Print Current Slide
Only print the current slide
Custom Range
Enter specific slides to print
Print Hidden Slides

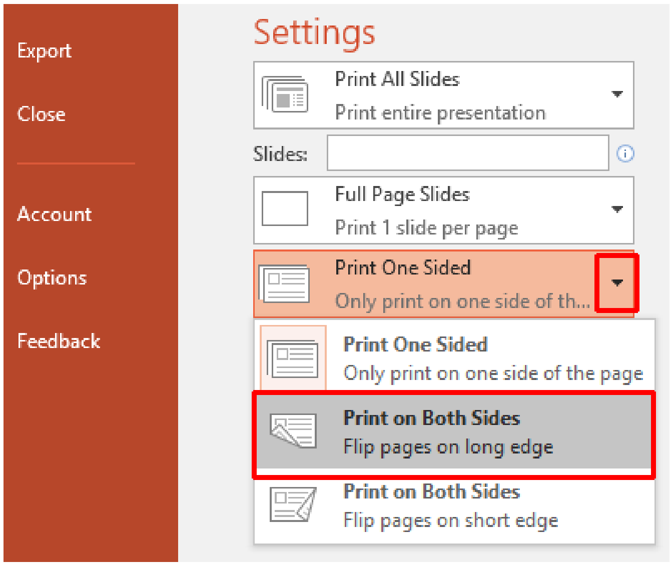
Setting the number of slides per page to be printed

- Click on the down arrow next to the **Full Page Slides** option and select the number of slides that you wish to be printed per page,


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Feedback
Print Layout
Full Page Slides
Notes Pages
Outline
Handouts
1 Slide
2 Slides
3 Slides
4 Slides Horizontal
6 Slides Horizontal
9 Slides Horizontal
4 Slides Vertical
6 Slides Vertical
9 Slides Vertical
Frame Slides
✓ Scale to Fit Paper
High Quality
Print Comments and Ink Markup
Full Page Slides
Print 1 slide per page
Print One Sided
Only print on one side of th...
Collated
1,2,3 1,2,3 1,2,3
Color

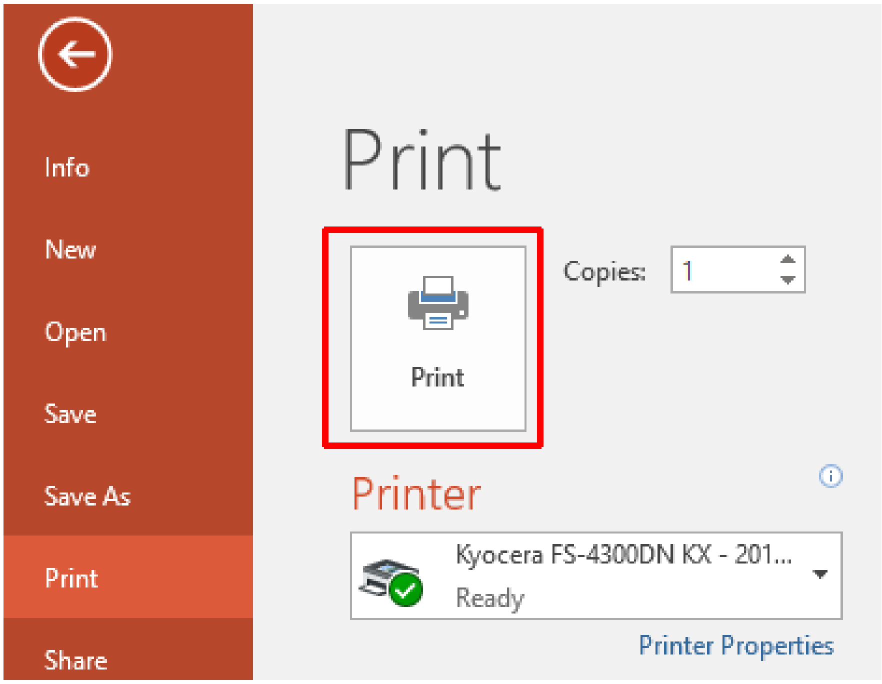
Single or double sided (duplex) printing

- Click on the down arrow to the right of the **Print One Sided** item. If required, click on the **Print on Both Sides** option.


Export
Close
Account
Options
Feedback
Settings
Print All Slides
Print entire presentation
Slides:
Full Page Slides
Print 1 slide per page
Print One Sided
Only print on one side of th...
Print One Sided
Only print on one side of the page
Print on Both Sides
Flip pages on long edge
Print on Both Sides
Flip pages on short edge

To print a presentation

- Click on the **Print** button.



Info
New
Open
Save
Save As
Print
Share
Print
Print
Copies: 1
Printer
Kyocera FS-4300DN KX - 201...
Ready
Printer Properties

- Save any changes you may have made and close the presentation.